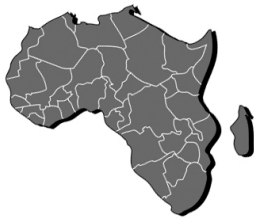


# Passport to Technology



Desktop Publishing



Far Side of the  
World



Database

Traveling the  
World of Technology!



Issues/Ethics



Spreadsheet



Multimedia

Telecommunications



**2009-2010**

HARNETT COUNTY SCHOOLS

# Passport to Technology

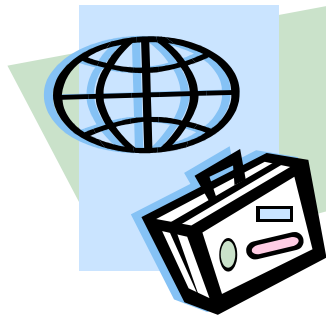
## Table of Contents

Table of Contents	2
Introduction	3-4
<b>Destination Africa – Desktop Publishing</b>	5
Curriculum Objectives	6
Desktop Publishing Basics	7
Keys to Know	8
Using the Enter/Return Key	9
Editing Terms	10-11
General Terms	12-1
Desktop Publishing Toolbars and Quiz	13
Word Bank Quiz	14
Study Questions	15-27
<b>Destination Antarctica – Database</b>	28
Curriculum Objectives	29
Database Basics	30
Vocabulary and Quiz	31-34
Study Questions	35-47
<b>Destination Asia – Spreadsheet</b>	48
Curriculum Objectives	49
Spreadsheet Basics	50
Vocabulary	51-54
Making Graphs/Charts	55-56
Study Questions	57-63
Spreadsheet Advantages Questions	64-66
<b>Destination North America – Multimedia</b>	67
Curriculum Objectives	68
Vocabulary	69-70
Multimedia Bingo	71
Multimedia Presentations	72
Common File Extensions	73
Study Questions	74-86
<b>Destination Europe – Telecommunications</b>	87
Curriculum Objectives	88-89
Vocabulary	90-97
Study Questions	98-110
<b>Destination South America – Societal Issues &amp; Ethics</b>	111
Curriculum Objectives	112
Vocabulary	113-117
Study Activities	118-121
<b>Destination Australia – The Far Side of the World</b>	122
Changing Role of Technology - Study Questions	123-124
Keyboard Diagram	125
<b>Traveler's Passport</b>	126



# Passport To Technology

**This is your Passport to the World of Technology! As you explore the different continents within the World of Technology, your passport will be “stamped” and you will be allowed to visit the other continents.**



**As you master each continent within the World of Technology, you will be one step closer to your final destination – passing the Computer Skills Test! Your teachers will help you navigate your way through the World of Technology, but you must be willing to pack your bags with knowledge and take the trip! You may only get your Passport stamped and advance to the next continent by passing the requirements of the previous one, so study hard!**



***“Bon Voyage”* on your journey around the World of Technology!**



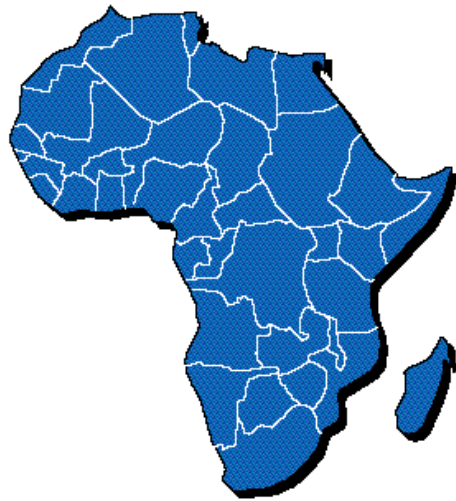
In order to prepare students for the use of technology in real world situations, the state of North Carolina is pursuing an aggressive program that will introduce and develop needed computer and computer-related skills. With this in mind, faculty members, parents, and students should be aware that the competencies, as well as the manner and methods of testing, have changed. This new booklet, entitled ***Passport to Technology***, has been designed to give you information on the specific objectives covered in each area of the curriculum. It has been formatted to include both new and updated information and questions. Students will be working out of this book at school and at home to reinforce classroom instruction.



Jeff Pittman – Central Office  
Beth Blanchard – Central Office  
Terry Blanchard – Dunn Middle  
Sallie Davis – Lillington-Shawtown  
Sue Dunlap – Coats-Erwin Middle  
Vicky Grady – Overhills High School

**JUNE 2009 REVISION**

# **Passport To Technology**



## **Destination Africa**

Desktop Publishing

# **North Carolina Computer/Technology Skills Curriculum** **8<sup>th</sup> Grade Competency Objectives**

## **Keyboarding/Word Processing/Desktop Publishing**

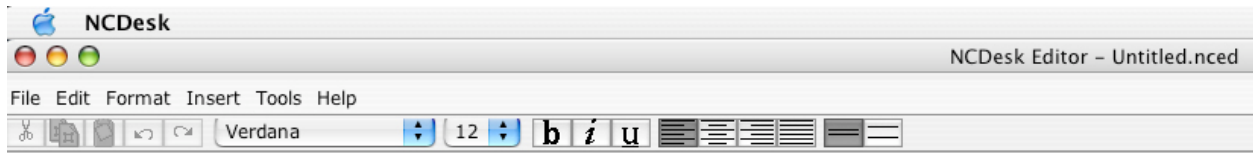
- 1.12 Demonstrate knowledge of the advantages/disadvantages of using word processing to develop, publish, and present information to a variety of audiences.
- 1.13 Review and use WP/DP terms/concepts to describe and explain how assignments/projects were created.
- 1.14 Demonstrate appropriate use of copyrighted materials in word processing documents used for content projects/assignments.
- 2.05 Use proper keyboarding techniques to improve accuracy, speed, and general efficiency in computer operation.
- 3.05 Select and use WP/DP features/functions to develop, edit/revise, and publish documents/assignments.

## **National Educational Technology Standards for Students** **Profiles for Technology Literate Students**

**All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 8, students will:**

- 3. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of possible misuse.
- 6. Design, develop, publish, and present products (e.g., Web pages, videotapes) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.
- 8. Select and use appropriate tools and technology resources to accomplish a variety of tasks and to solve problems.
- 9. Demonstrate an understanding of concepts underlying hardware, software, and connectivity, and of practical applications to learning and problem-solving.

# **DESKTOP PUBLISHING BASICS**



**Desktop Publishing** – is an advanced software package that combines word processing and graphics together. It allows the user to create high-quality printed documents and has replaced the typewriter in many homes and offices. Desktop publishing software allows you to use different fonts, specify various margins and justifications, and embed illustrations or graphs directly into the text. Desktop publishing gives the user complete control over the published results.

---

## **Advantages of Desktop Publishing**

### **Word Processing . . .**

- ✓ Makes it easier to change words, to move words, and to format the way the words look on the page
- ✓ Allows the user to see the document as it appears
- ✓ Gives the user additional tools for word processing that typewriters do not have
- ✓ Can create documents such as letters, memos, reports, form letters, fliers, and research papers easily
- ✓ Can check for spelling and grammar mistakes
- ✓ Has a Thesaurus/Dictionary for word choices
- ✓ Makes corrections without having to retype document

# **DESKTOP PUBLISHING VOCABULARY**

## **Keys To Know**

**Arrow Keys** – keys used in place of the mouse to move the cursor to a new location

**Caps Lock Key** – key on the keyboard that is pressed when you want to key all capital letters; used only to make a series of upper case letters

**Command Keys** – used with another key to carry out an operation  
(Example: Apple key, control key)

**Delete Key** – a backspace key on the Mac keyboard that moves the cursor one space to the left, and usually erases the letter or character to the left

**Enter Key** – located on the keyboard and number key pad and used to move the cursor to a new line

**Escape Key** – key on the keyboard that will “take you out”, or allow you to go backward in a program

**Home Row Keys** – the series of keys that the user should keep his/her fingers on to type a,s,d,f for the left hand and j,k,l,; for the right hand

**Letter Keys** – alphabetic keys on the keyboard that allow the user to enter words into a document

**Number Keys** – number keys on the keyboard that contain the numbers 0 – 9, allowing the user to enter numbers into a document

**Number Key Pad** – located on the far right of the keyboard, usually with just numbers, symbols, and the enter key

**Return Key** – on a Macintosh, the key on the keyboard that moves the cursor down to the next blank line on the page

**Shift Key** – key on the keyboard that enables the user to make an upper case letter or any character found on the top of a key

**Space Bar** – key on the keyboard that moves the cursor one space to the right and leaves a blank space

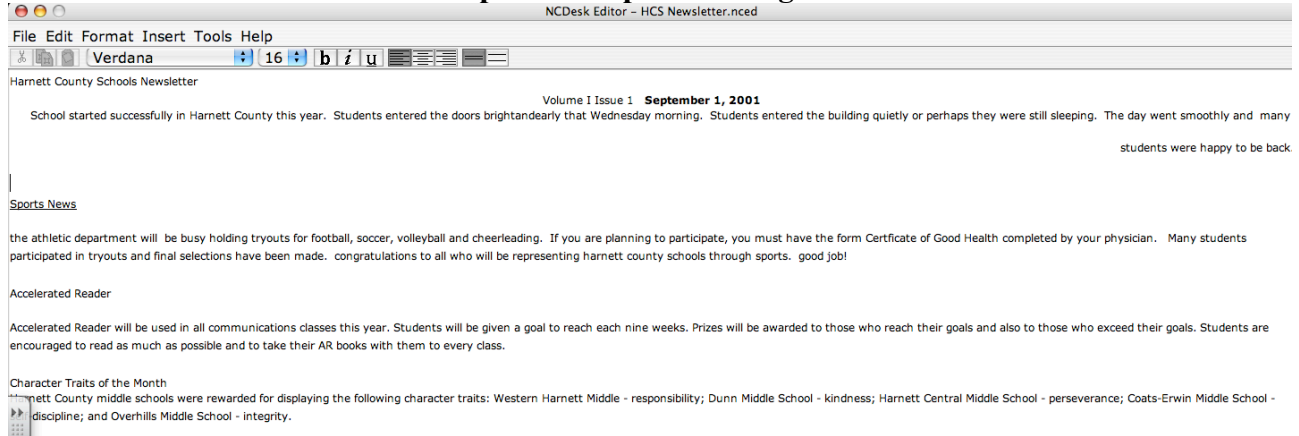
**Tab Key** – key on the keyboard that moves the cursor a predetermined number of spaces; the default is usually 5 spaces; used to indent paragraphs



# USING THE ENTER/RETURN KEY

*Enter/Return key – Used to move the cursor to a new line*

## Sample Desktop Publishing Document



**Circle the cursor location in the above document.**

**Shade in the Return/Enter and the Up Arrow key on the keyboard below.**

**If you typed in the above document, where would the text appear?** \_\_\_\_\_

**What will happen if you press the return/enter key 3 times?** \_\_\_\_\_



## INSERTING A NEW BLANK LINE

What would be the steps to **insert a new blank line at the top of this document** so that you could type your name above “Harnett County Schools Newsletter”?

Step 1: Put your \_\_\_\_\_ before the H in Harnett County Schools Newsletter

Step 2: Press the \_\_\_\_\_ key \_\_\_\_\_ time

Step 3: Arrow up or place your \_\_\_\_\_ on the new \_\_\_\_\_

Step 4: Type your name on the new \_\_\_\_\_

\*Note: The **cursor** identifies the line of type

# **DESKTOP PUBLISHING VOCABULARY**

## **Editing Terms To Know**



**Alignment (Justification)** – how text appears on the page; right aligned, left aligned, centered, or full justified.

**Align Left (Left Justified)** – text that is lined up on the left side of the page (left margin is even)

**Align Right (Right Justified)** – text that is lined up on the right side of the page (right margin is even)

**Bold** – to make text or characters darker to stand out from other text

**Centered** – text that is in the middle of the page (neither margin is even)

**Clipboard** – the place in the computer's memory that temporarily stores what has been copied or cut

**Copy and Paste** – to select (highlight) text, leave it where it is, and also place a copy of it in another location

**Create** – to begin a new document from scratch

**Cut and Paste** – to select (highlight) text and move it to another location; deletes original text

**Edit** – to make changes to a document

**Font** – appearance/style of writing (*FONT*, *Font*, *Font*)

**Formatting** – changing the way a document appears (Example: changing the font, point (size), style, spacing, or margins)

**Full Alignment (Justified)** – text that is lined up on both sides of the page (both margins are even)

**Grammar Check** – checks the grammar in a document (Example: checks for subject-verb agreement)

## DESKTOP PUBLISHING VOCABULARY

### Editing Terms To Know (continued)

**Insert** – to add new text into already existing text

**Italic (Italicize)** – to make text or characters *slanted*

**Line Spacing** – the distance between lines of text (single, 1.5, double, etc.)

**Margin** – page set up where the top, bottom, and sides of a document boundary are set

**Overtyping Mode** – allows the user to delete and replace text in a document at the same time

**Page Set Up** – feature used to set the margins, page orientation, etc. in a document

**Plain (Regular) Text** – the text is plain without bold, italic, or underline

**Point** – size of the text

**Search and Replace (Find and Replace)** – allows you to find a word or series of words in a document and replace it with a different word or series of words

**Select** – to use the mouse to highlight text within a document

**Spell Check** – word processing tool that checks the spelling of words in a document with the dictionary spellings; allows the user to easily replace misspelled words with corrected words

**Subscript** – when text is lowered a little lower than the line of text (Example: H<sub>2</sub>O)

**Superscript** – when text is raised a little higher than the line of text (Example: r<sup>2</sup>)

**Thesaurus** – a place to find synonyms for a selected word

**Underline** – to put a line under text or characters

# **DESKTOP PUBLISHING VOCABULARY**

## **General Terms**

**Body** – contains the main portion of a document

**Character** – any letter, number, or symbol typed on the keyboard

**Clip Art** – a collection of graphics (pictures) that can be inserted into a document

**Cursor** – a highlighted mark (sometimes blinking) on the screen that indicates the user's location

**Data** – information entered into the computer

**Desktop Publishing** – an advanced software package that combines word processing and graphics (pictures); allows the user to create newspapers, magazines, fliers, etc.

**Document** – anything produced on a word processing program

**File** – a single piece of information stored on the computer (Example: a saved letter)

**Footer** – located at the bottom of a document, contains information such as page numbers

**Graphics** – the name given to pictures, drawings, clip art, maps, and borders that are used in a desktop publishing program

**Folder** – a place to store and organize similar files on the computer

**Hardcopy** – output from a printer that you can touch

**Header** – located at the top of a document, contains information that identifies the contents (Example: title)

**Icons** – small pictures or symbols that will open applications or documents when double-clicked; icons may or may not have text

**Import** – the process of bringing clip art, text, or another file into a document

**Keyboard** – an input device that replaced the typewriter; consists of letters, numbers, and symbols that can be entered into the computer by pressing the keys

## **DESKTOP PUBLISHING VOCABULARY**

### **General Terms To Know (Continued)**

**Menu Bar** – the row of commands at the top of the screen allowing you choices of operations (Example: File, Edit, Insert, etc.)

**Print (Printout)** – to make a copy of a file on paper; output from a printer

**Print Preview** – to view a file on the monitor to see how it will look when it is printed (WYSIWYG)

**Retrieve** – to open a file that has been saved; loads the file into the computer's memory

**Save** – to store information (a file) on a disk/CD or the hard drive of a computer

**Save As** – allows you to name or rename the file being stored, and to select the save location (on a disk/CD or somewhere on the hard drive of the computer)

**Scroll** – to move text up and down and left and right on the screen

**Softcopy** – output from a computer that you can see or hear, but can not touch (Example: output from a monitor or speaker)

**Text** – another name for alphabetical data entered into a document

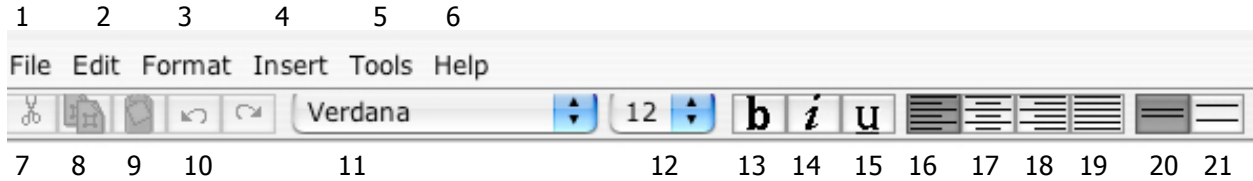
**Title Bar** – the line near the top of the screen that gives the name of the program/application and file

**Toolbar** – the row of icons at the top of the screen allowing you to edit text – this area features commands most often used and can also be found in the drop-down menus (Example: Font, Font Size, Alignment, etc.)

**Word Processing** – a computerized method of writing, editing, saving, and printing text

**Word Wrap** – setting that automatically moves the cursor to the next line without the user pressing the return/enter key

## DESKTOP PUBLISHING TOOLBAR QUIZ



Where on the toolbar would you go to . . .

- \_\_\_\_\_ 1. Save a document
- \_\_\_\_\_ 2. Change italicize text to regular text
- \_\_\_\_\_ 3. Undo something you changed
- \_\_\_\_\_ 4. Change the point of text
- \_\_\_\_\_ 5. Highlight the entire document
- \_\_\_\_\_ 6. Put clipart in a document
- \_\_\_\_\_ 7. Check the document spelling
- \_\_\_\_\_ 8. Make the margins even on both sides
- \_\_\_\_\_ 9. Name a document for the first time
- \_\_\_\_\_ 10. Change the font
- \_\_\_\_\_ 11. Make text bold
- \_\_\_\_\_ 12. Double-space a document
- \_\_\_\_\_ 13. Start a new document
- \_\_\_\_\_ 14. Find out how to use NC Desk Editor
- \_\_\_\_\_ 15. Single space text
- \_\_\_\_\_ 16. Center text
- \_\_\_\_\_ 17. Change the margins in a document
- \_\_\_\_\_ 18. Quit a desktop publishing document
- \_\_\_\_\_ 19. Underline text
- \_\_\_\_\_ 20. Delete unwanted text
- \_\_\_\_\_ 21. Copy and paste
- \_\_\_\_\_ 22. Left justify text
- \_\_\_\_\_ 23. Undo something you changed
- \_\_\_\_\_ 24. Cut and paste
- \_\_\_\_\_ 25. Open a document already saved
- \_\_\_\_\_ 26. Make 1.5 line spacing

# Desktop Publishing

## QUIZ

**Use the words in the word bank to complete each definition.**

Create	Edit	Format	Print	Alignment
Text	Font	Bold	Save	Overtyping Mode
Line Spacing		Select		Page Set Up

- \_\_\_\_\_ Making changes to a document
- \_\_\_\_\_ The term given to the words on a page
- \_\_\_\_\_ The way the text is set up (justification) on a page
- \_\_\_\_\_ To store information on a disk, CD, or hard drive for later use
- \_\_\_\_\_ To make a hard copy of a document
- \_\_\_\_\_ To set the margins, font, tabs, or spacing in a document
- \_\_\_\_\_ To set up the document to look a certain way
- \_\_\_\_\_ To choose a part of the document to work with by dragging over it with the mouse to highlight the words
- \_\_\_\_\_ To make a word or part of a document stand out from the other text
- \_\_\_\_\_ The distance between lines of text
- \_\_\_\_\_ The name given to the different kinds of text looks
- \_\_\_\_\_ Allows the user to delete and replace text in a document at the same time
- \_\_\_\_\_ To begin a new document from scratch

## **DESKTOP PUBLISHING STUDY QUESTIONS**

1. Which of the following special function keys would be used to key the sentence: "Today is Tuesday."?
  - A. Return
  - B. Shift
  - C. Tab
  - D. Esc
2. Which key moves the cursor to the beginning of the next line of text?
  - A. Shift
  - B. Enter/return
  - C. Tab
  - D. Backspace/delete
3. Which of the following is used to indent text within a document?
  - A. Return
  - B. Shift
  - C. Tab
  - D. Space bar
4. To activate the numeric ten-key pad, you must depress the:
  - A. Index key
  - B. Shift lock key
  - C. Number lock key
  - D. Escape key
5. To capitalize a letter that is on the right half of the keyboard, use the:
  - A. Left arrow
  - B. Left shift
  - C. Right arrow
  - D. Right shift
6. Paragraphs with only smooth right margins are called:
  - A. Left justified
  - B. Right justified
  - C. Full justified
  - D. Unjustified
7. Which key moves the cursor one space to the left?
  - A. Backspace key or delete key
  - B. Insert
  - C. Enter/return
  - D. Space bar



## **DESKTOP PUBLISHING STUDY QUESTIONS**

8. The spell check functions by looking up words in a \_\_\_\_\_ stored on the hard drive of the computer.
  - A. Thesaurus
  - B. Dictionary
  - C. Word list
  - D. File
9. Which key moves the cursor one space to the right?
  - A. Space bar
  - B. Enter/return
  - C. Insert
  - D. Backspace key
10. Louis typed the following sentence: "Mary is pretty." In which word processing utility could he find a synonym for *pretty*?
  - A. Thesaurus
  - B. Dictionary
  - C. Editor
  - D. Spell checker
11. Which key is used to type a series of capital letters?
  - A. Shift
  - B. Caps lock
  - C. Enter/return
  - D. Control
12. Which key allows you to move the cursor a predetermined number of spaces on a single line?
  - A. Tab
  - B. Insert
  - C. Return/enter
  - D. Backspace
13. The process of sending a document to the printer is to
  - A. Display
  - B. Edit
  - C. Print
  - D. Fax

## **DESKTOP PUBLISHING STUDY QUESTIONS**

14. WYSIWYG means:
  - A. You have allowed your finger to rest on a key too long.
  - B. What you see is what you get.
  - C. What you see on the monitor is not how it will print.
  - D. Your computer is going to shut down.
15. Which key on the keyboard erases characters to the left of the blinking cursor?
  - A. Control key
  - B. Return key
  - C. Delete or backspace key
  - D. Escape key
16. What special key would be used to type "Mary had a little lamb."?
  - A. Tab
  - B. Return/enter
  - C. Shift
  - D. Delete/backspace
17. Which of the following would the spell checker find as a mistake?
  - A. "what" instead of "where"
  - B. "teh" instead of "the"
  - C. "the" instead of "there"
  - D. "this" instead of "that"
18. In order to type the title "THE BIG BAD BEAR", what key needs to be used?
  - A. Shift
  - B. Tab
  - C. Caps lock
  - D. Space bar
19. What is it called when the keyed text has a straight left margin?
  - A. Left justified
  - B. Center justified
  - C. Right justified
  - D. Full justified
20. Which key is used to erase unwanted items on the screen?
  - A. Shift
  - B. Tab
  - C. Return/enter
  - D. Delete/backspace

## **DESKTOP PUBLISHING STUDY QUESTIONS**

21. To capitalize a letter whose key is found on the left side of the keyboard, use the
  - A. Right shift key
  - B. Left shift key
  - C. Caps lock key
  - D. Control key
22. What computer device has taken the place of the typewriter?
  - A. Hard drive
  - B. Modem
  - C. Scanner
  - D. Keyboard
23. Which keys move the cursor up, down, left, or right?
  - A. F1 key and number lock
  - B. Arrow keys
  - C. Escape key and control key
  - D. Shift key and escape key
24. What key do you press to get out of a program, go backwards in a program, or cancel a command?
  - A. Delete key
  - B. F2
  - C. Control key
  - D. Escape key
25. Which activity would least likely use a word processor to complete?
  - A. Typing a letter to a friend
  - B. Writing a paper for English class
  - C. Writing a story for the school paper
  - D. Calculating the expenses for the yearbook sales
26. Yesterday, Mary wrote a letter using her word processing program and saved the file. Today, she wants to print her letter. What must she do before she can print the letter?
  - A. Nothing, just print the letter
  - B. Save the letter
  - C. Spell Check her document
  - D. Retrieve the file

## **DESKTOP PUBLISHING STUDY QUESTIONS**

27. Jimmy is entering a story in a word processing program. Using word wrap, what is the best way for him to get the cursor to the next line?
- A. Press the tab key
  - B. Press the return key
  - C. Just keep typing
  - D. Press the delete key
28. The other day I saved a report. What process should I use to get my report today?
- A. Copy
  - B. Retrieve
  - C. Save
  - D. Enter
29. In a word processing program, what is MOST commonly used to enter text?
- A. Monitor
  - B. Keyboard
  - C. Mouse
  - D. Printer
30. Sarah has typed a report for the science fair and realizes she left out a very important paragraph. Which of the following would be the most efficient thing to do?
- A. Type the needed text at the end of the paper and use the "cut" and "paste" commands to place the paragraph in the proper location.
  - B. Place the cursor where she needs to insert that paragraph and key the needed text.
  - C. Type the needed text in a new document and use the "copy" command to place the paragraph in the proper location.
  - D. Place the cursor at the beginning of the report, type the needed text, and use the "move" command to place the paragraph in the proper location.
31. A spell checker will find all of the following errors in a sentence except which one?
- A. teh instead of the
  - B. think instead of thank
  - C. yma instead of may
  - D. oging instead of going

## **DESKTOP PUBLISHING STUDY QUESTIONS**

32. Jose wanted to check to see if he had used the correct verb in his sentence. Which tool would he select to find his answer?
- A. Spell checker
  - B. Thesaurus
  - C. Grammar checker
  - D. Outliner
33. Judy is typing a song in her word processor. The song has 5 verses and the chorus is repeated after each verse. What would be the most efficient way to enter the song, making sure the chorus is repeated after each verse?
- A. Highlight the text and change it to bold.
  - B. Copy the chorus on a copy machine and then cut and paste it into her document.
  - C. Use the copy command on her word processor.
  - D. Key the chorus four times.
34. The grammar check function would select which sentence for a possible error?
- A. Did you see Sam, the cat?
  - B. Freddy thought he had seen the cat.
  - C. We was searching for the cat.
  - D. Where is the cat?
35. Suzy has typed a 12-page report on frogs. She only wants to print pages one, two, and three. What printer command should she select?
- A. Print all
  - B. From \_\_\_\_ to \_\_\_\_
  - C. Print preview
  - D. Page setup
36. If Tammy wants to emphasize a word in a word processing document, what type of style should she choose?
- A. Bold
  - B. Plain text
  - C. Regular text
  - D. Outline
37. A word processing program would most likely be used to do which of the following?
- A. Maintain an inventory
  - B. Key a letter
  - C. Do a computer search in the media center
  - D. Keep an account of money raised in a candy sale

## **DESKTOP PUBLISHING STUDY QUESTIONS**

38. The term given to the word processing feature that automatically moves the word to the next line if it will not fit on the current line is:
- A. Margin release
  - B. Word wrap
  - C. Help screen
  - D. Search and replace
39. These are used in word processing programs to remind a user of frequently used commands
- A. Dictionaries
  - B. Help screens
  - C. Processing screens
  - D. Word wrap
40. In word processing, this consists of words, symbols, numbers, and punctuation
- A. Word wrap
  - B. Text
  - C. Heading
  - D. Spell Checker
41. This is the software that is used to assist in the preparation of written documents for an individual or business
- A. Graphics
  - B. Word processing
  - C. Database
  - D. Spreadsheet
42. Text to be automatically printed at the bottom of a document such as a page number is known as the
- A. Header
  - B. Footer
  - C. Number
  - D. Kicker
43. One of the main advantages of a word processor is
- A. After a document is stored on disk, it can be revised and printed many times
  - B. Pre-printed forms can be filled in easily
  - C. Corrections can be made by re-keying the entire document
  - D. Commands on the word processor are like those on any typewriter

## **DESKTOP PUBLISHING STUDY QUESTIONS**

- 44. Word processors do NOT increase or enhance
  - A. The speed of creating reports
  - B. The speed of creating graphs and blueprints
  - C. The appearance of documents
  - D. None of the above
- 45. The blinking character on the screen which indicates your current position is called a
  - A. Blinker
  - B. Flasher
  - C. Mover
  - D. Cursor
- 46. If you don't have time to finish a document and you need to leave the computer until the next day, what would be the best thing to do?
  - A. Go to quit and turn the computer off
  - B. Leave the computer on until the next day
  - C. Save your work
  - D. Save, edit, type, print
- 47. What is a font?
  - A. A spreadsheet value
  - B. A database field
  - C. A random print
  - D. A specific design of letters and numbers
- 48. What should you do if you want to split one paragraph into two paragraphs?
  - A. Place the cursor where you want to split it and press return.
  - B. Press return at the end of the paragraph
  - C. Press return at the beginning of the paragraph
  - D. Delete the part you want to split and retype it in the correct place
- 49. Which is the best way to insert a sentence in a paragraph?
  - A. Place the cursor at the end of the paragraph and key the sentence.
  - B. Place the cursor at the beginning of the paragraph and key the sentence.
  - C. Place the cursor in the middle of the paragraph and key the sentence.
  - D. Place the cursor where you want to add the sentence and key the sentence.

## **DESKTOP PUBLISHING STUDY QUESTIONS**

50. You have written a report on tree frogs. You decide you want to move the second paragraph to the bottom of your report. Which of the following methods would be most efficient?
- A. Re-key the paragraph at the bottom of the report
  - B. Highlight the paragraph and use the cut and paste commands to put it at the bottom.
  - C. Start the report over, changing the order of the paragraphs.
  - D. Select (highlight) the paragraph and use the copy and paste commands to put it at the bottom.
51. You need to move a table from a spreadsheet to a word processing document. What commands or keys do you press?
- A. Highlight the table, go to "edit" and select the "cut" command.
  - B. Highlight the table, go to "format" and select the "document" command.
  - C. Press the shift key before selecting the table and then select the "format" command.
  - D. Highlight the table, go to "edit" and select the "paste" command.
52. What file command is used to look at a document before it is printed?
- A. Format
  - B. Paste
  - C. Style
  - D. Print preview
53. What command do you use if you want to remove selected text and place it on the clipboard temporarily?
- A. Cut
  - B. Revert
  - C. Paste
  - D. Open
54. When working with a document, it is best to use what command on a periodic basis?
- A. Format
  - B. Revert
  - C. Open
  - D. Save
55. What is a collection of pictures/graphics that can be inserted in a document?
- A. Clipboard
  - B. Thesaurus
  - C. Images
  - D. Clip art



## **DESKTOP PUBLISHING STUDY QUESTIONS**

56. Betsy has decided to send a reminder to each of her six good friends concerning the school dance. She wants to type the same message six times. Which of the following would be most efficient?
- A. Cut and paste
  - B. Insert
  - C. Copy and paste
  - D. Delete
57. Anthony realizes that he has typed the same sentence twice in the last paragraph and needs to correct his mistake. Which function should he use?
- A. Cut and paste
  - B. Insert
  - C. Copy and paste
  - D. Delete
58. Tiara has finally finished typing her four-page science project and wants to read the second page again. She should
- A. Use the scroll bar to view her file
  - B. Use insert
  - C. Use copy and paste
  - D. Use delete
59. The line near the top of the screen that tells you the name of your file is called the
- A. Title bar
  - B. Menu bar
  - C. Tool bar
  - D. Button bar
60. Shift keys, the enter key, and the caps lock key are examples of
- A. Command keys
  - B. Special function keys
  - C. Arrow keys
  - D. Option keys
61. What command do you use to change the orientation of the page?
- A. Page setup
  - B. Print setup
  - C. Save as
  - D. Format

## **DESKTOP PUBLISHING STUDY QUESTIONS**

62. Adding elements of style to a word processing document is called
- A. Deleting
  - B. Formatting
  - C. Copying and pasting
  - D. Inserting
63. After Tom keyed his paper, he decided that he would like to make the text size larger. Tom should highlight the entire paper and change which of the following?
- A. Superscript
  - B. Subscript
  - C. Point
  - D. Align
64. The strikethrough function allows you to
- A. Delete words in a document and still see what was deleted
  - B. Edit the document so that unwanted words are erased
  - C. Highlight unwanted words
  - D. None of the above

# DESKTOP PUBLISHING ADVANTAGES

## Study Questions

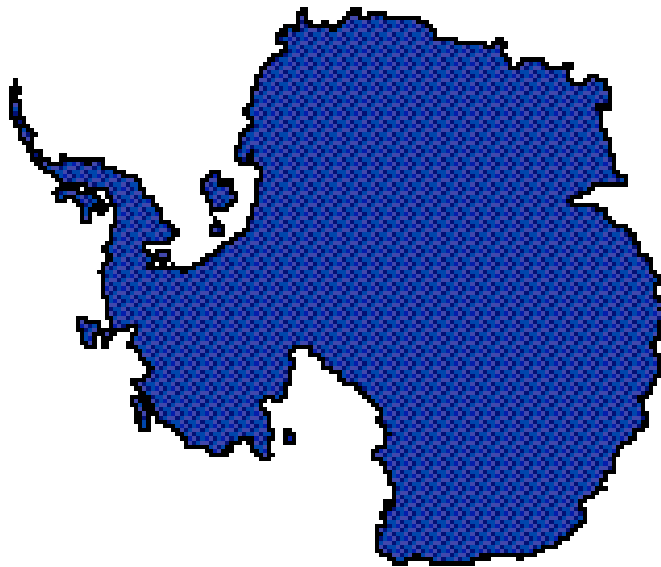
1. Which word processing feature allows text to remain in the old position and also be duplicated to a new position in a document?
  - A. Copy and paste
  - B. Cut and paste
  - C. Format
  - D. Move
2. What would be the BEST use of word processing/desktop publishing software?
  - A. Address file
  - B. Checkbook register
  - C. FBLA newsletter
  - D. School video
3. What word processing feature automatically moves text to the next line without striking the enter key?
  - A. Default tab
  - B. Hanging indent
  - C. Hard return
  - D. Word wrap
4. What word processing feature allows text to be printed above the top margin?
  - A. Footer
  - B. Header
  - C. Sorting
  - D. Tab
5. What word processing feature allows text to be printed below the bottom margin?
  - A. Footer
  - B. Header
  - C. Sorting
  - D. Tab
6. What software would be BEST for creating an FBLA newsletter?
  - A. Database
  - B. Desktop publishing
  - C. Multimedia presentation
  - D. Spreadsheet

# DESKTOP PUBLISHING ADVANTAGES

## Study Questions

7. What software is BEST for creating a business letter?
  - A. Database
  - B. Multimedia
  - C. Spreadsheet
  - D. Word processing
8. What word processing feature allows the user to view the document before it is printed?
  - A. Hard copy
  - B. Page format
  - C. Page setup
  - D. Print preview
9. What would be the BEST format for communicating monthly activities of your FBLA chapter with the members?
  - A. Letter
  - B. Memorandum
  - C. Newsletter
  - D. Report
10. What software would be BEST for keying a letter, essay, or report?
  - A. Database
  - B. Multimedia
  - C. Spreadsheet
  - D. Word processing

# **Passport To Technology**



## **Destination Antarctica** Database

## **NC Computer/Technology Skills Curriculum** **8<sup>th</sup> Grade Competency Goals**

### **Database**

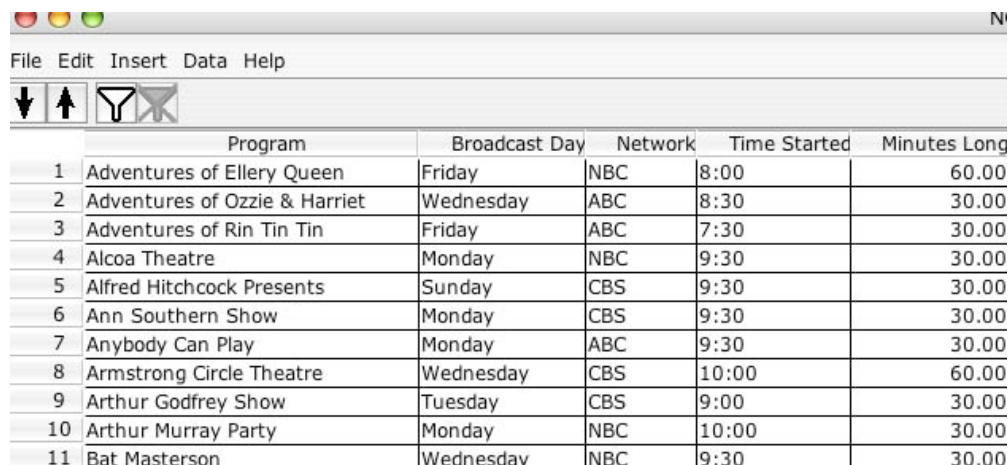
- 1.06 Demonstrate knowledge of and explain how databases are used in an information-intensive society.
- 1.07 Use knowledge of database terms/concepts, functions, and operations to explain strategies used to organize, analyze, and report information in content area assignments.
- 1.08 Cite sources of information used in content area databases.
- 2.02 Modify/create and use databases to organize, report, and display data.
- 3.02 Select and use appropriate database features and functions to collect, organize information to solve problems in content areas, and explain strategies used.
- 3.03 Modify/create and use databases to analyze, interpret, and evaluate data and report findings.

## **National Educational Technology Standards for Students** **Profiles for Technology Literate Students**

**All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 8, students will:**

- 8. Select and use appropriate tools and technology resources to accomplish a variety of tasks and to solve problems.
- 9. Demonstrate an understanding of concepts underlying hardware, software, and connectivity, and of practical applications to learning and problem-solving.

# **DATABASE BASICS**



The screenshot shows a window titled 'N' with a menu bar (File, Edit, Insert, Data, Help) and a toolbar with icons for sorting and filtering. Below the toolbar is a table with 6 columns: Program, Broadcast Day, Network, Time Started, and Minutes Long. The table contains 11 rows of data, numbered 1 through 11 in the first column.

	Program	Broadcast Day	Network	Time Started	Minutes Long
1	Adventures of Ellery Queen	Friday	NBC	8:00	60.00
2	Adventures of Ozzie & Harriet	Wednesday	ABC	8:30	30.00
3	Adventures of Rin Tin Tin	Friday	ABC	7:30	30.00
4	Alcoa Theatre	Monday	NBC	9:30	30.00
5	Alfred Hitchcock Presents	Sunday	CBS	9:30	30.00
6	Ann Southern Show	Monday	CBS	9:30	30.00
7	Anybody Can Play	Monday	ABC	9:30	30.00
8	Armstrong Circle Theatre	Wednesday	CBS	10:00	60.00
9	Arthur Godfrey Show	Tuesday	CBS	9:00	30.00
10	Arthur Murray Party	Monday	NBC	10:00	30.00
11	Bat Masterson	Wednesday	NBC	9:30	30.00

**Database** – a collection of data (information) on a specific topic stored in an organized manner

Unorganized information is meaningless and difficult to use. One of the main uses of databases is to collect, organize, and display information. A print database is like a phone book, encyclopedia, dictionary, or file cabinet. Computerized databases include SIMS (Student information Management System), Accelerated Reader, on-line encyclopedias, and any on-line game system. The largest computerized database in the world is the Internet.

---

## Advantages of Computer Databases

- ✓ Can find a specific file quickly
- ✓ Can alphabetize and sort data faster than people
- ✓ Is as accurate as the data that was entered
- ✓ Can make many different types of reports

## Real World Uses of Computerized Databases

- ✓ The school office uses them to keep students' schedules on file
- ✓ Stores use them to keep track of inventory
- ✓ Travel Agents can keep up with their customers and reservations
- ✓ Some airlines use them to keep track of their flights in and out of airports
- ✓ Hospitals track patient information
- ✓ Meteorologists use "Weather" databases when comparing weather trends for specific cities

## **DATABASE VOCABULARY**

**And** - used to connect all criteria being searched for

**Ascending Order**- organizing (sorting) information in order from smallest to largest, or A to Z

**Database** – a collection of data (information) on a specific topic stored in an organized manner

**Descending Order** - organizing (sorting) information in order from largest to smallest, or Z to A

**Entry** – each piece of information entered for each field

**Field** - a single category of information for which data is given in each individual record

**Field Type** – Identifies the type of data in a particular field  
Examples: Whole Number, Decimal Number, Money,  
Date (MM/DD/YYYY), Date (YYYY), Text, True/False

**File** - one set of related records in a database

**Find** – an operation to locate a specific record that satisfies a statement or statements of criteria

**Filter** - to narrow down the information within a database by searching for specific item

**Match** – using a formula to search/find specific criteria given in a question using one or more of the following:

**connectors** – “and” (or) “or”

**operators** (words/symbols)

Less Than	<
Greater Than	>
Longer Than	>
Shorter Than	<
No More Than	≤
Less Than or Equal To	≤
At Most	≤
Greater Than or Equal To	≥
At Least	≥

**Example of using *more than one operator and a connector*.**

More Than 10 But Less Than 50	>10 <b>and</b> <50
-------------------------------	--------------------



## **DATABASE VOCABULARY (Continued)**

**Manipulate** – means to filter or sort when referring to a database

Example: Manipulate the database to show the names in alphabetical order.

**Or** - used to search for any of the criteria

**Query** – a request for information from a database

**Record (Row)** - a collection of fields and entries on one subject in the database

**Search** – another term that means to find or filter information

**Sort/Arrange** – the operation to rearrange the records in a database file in specified alphabetical or numerical order.

**a. ascending order**

to arrange alphabetically A to Z (words/text)

to arrange numerically smallest to largest (numbers)

*Examples: lowest to highest, smallest person first, lowest number first, lowest amount on top, earliest date first, chronological*

**b. descending order**

to arrange alphabetically Z to A (words/text)

to arrange numerically largest to smallest (numbers)

*Examples: nearest date first, most recent date first, latest date first, tallest person first, largest amount on top, greatest number first*

**Template** – a pattern or form that is used repeatedly for each record in a database file (When creating a database, the template is the blank form that comes up each time you add a new record to the database file.)

### **Sample Database File**

	Program	Broadcast Day	Network	Time Started	Minutes Long
1	Adventures of Ellery Queen	Friday	NBC	8:00	60.00
2	Adventures of Ozzie & Harriet	Wednesday	ABC	8:30	30.00
3	Adventures of Rin Tin Tin	Friday	ABC	7:30	30.00
4	Alcoa Theatre	Monday	NBC	9:30	30.00
5	Alfred Hitchcock Presents	Sunday	CBS	9:30	30.00
6	Ann Southern Show	Monday	CBS	9:30	30.00
7	Anybody Can Play	Monday	ABC	9:30	30.00
8	Armstrong Circle Theatre	Wednesday	CBS	10:00	60.00
9	Arthur Godfrey Show	Tuesday	CBS	9:00	30.00
10	Arthur Murray Party	Monday	NBC	10:00	30.00
11	Bat Masterson	Wednesday	NBC	9:30	30.00

## **DATABASE VOCABULARY MATCHING**

- \_\_\_\_\_ 1. To search for specific information
- \_\_\_\_\_ 2. A pattern or form that is used repeatedly for each record in a file
- \_\_\_\_\_ 3. Another term that means the same as 'to find' or 'to filter'
- \_\_\_\_\_ 4. Organizing information in order from largest to smallest, or Z to A
- \_\_\_\_\_ 5. The 'greater than' symbol
- \_\_\_\_\_ 6. One set of related records in a database
- \_\_\_\_\_ 7. Used to connect all criteria being searched for
- \_\_\_\_\_ 8. The operation to rearrange the records in a file in specified order alphabetically or numerically
- \_\_\_\_\_ 9. Organizing information in order from smallest to largest, or A to Z
- \_\_\_\_\_ 10. Using a formula to search/find specific criteria given in a question using one or more operators or connectors
- \_\_\_\_\_ 11. A collection of data on a specific topic stored in an organized manner
- \_\_\_\_\_ 12. Each piece of information entered for each field
- \_\_\_\_\_ 13. To arrange words alphabetically
- \_\_\_\_\_ 14. The blank form that comes up each time you add a new record to the database file
- \_\_\_\_\_ 15. A single category of information for which data is given in each individual record
- \_\_\_\_\_ 16. An operation to locate a specific record that satisfies a statement or statements of criteria
- \_\_\_\_\_ 17. Used to search for any of the criteria
- \_\_\_\_\_ 18. "And" (or) "Or"
- \_\_\_\_\_ 19. Words or symbols used to match specific criteria given in a question [for example: more than 100 (or) >100]
- \_\_\_\_\_ 20. The less than symbol
- \_\_\_\_\_ 21. Symbol meaning less than or equal to at most
- \_\_\_\_\_ 22. Symbol meaning greater than or at least equal to

### **WORD BANK**

*(one word is used 2 times)*

- A.  $\geq$
- B.  $<$
- C. Filter
- D. Template
- E. A to Z (or) ABC order
- F. Match
- G. Sort/Arrange
- H.  $\leq$
- I. Operators
- J. Find
- K. Descending Order
- L. Ascending Order
- M. Database
- N. And
- O. File
- P. Or
- Q. Search
- R.  $>$
- S. Entry
- T. Field
- U. Connectors

## **DATABASE STUDY QUESTIONS**

*This is a small part of a larger database. Use this database to answer questions 1-6.*

	Craft	Country	Year	Astronauts	Hours
1	Apollo - 7	USA	1968	Schirra, Eisele,	260.2
2	Apollo - 9	USA	1969	McDivitt, Scott	241
3	Apollo - 11	USA	1969	Armstrong, Aldrin,	195
4	Apollo - 10	USA	1969	Stafford, Cernan	192
5	Apollo - 8	USA	1968	Borman, Lovell	147
6	Gemini - IV	USA	1965	McDivitt, White	97.8
7	Soyuz - 3	USSR	1968	Bergeovoi	94.8

1. In what order has the field HOURS been sorted?
  - A. Random
  - B. Alphabetical
  - C. Ascending
  - D. Descending
2. If a filter was completed on the field YEAR "is equal to" 1968, how many records would match?
  - A. 5
  - B. 3
  - C. 2
  - D. 6
3. This filter was performed: "COUNTRY is equal to USSR" **OR** "COUNTRY is equal to USA". How many records matched?
  - A. 9
  - B. 6
  - C. 7
  - D. 8
4. If you wanted to rank the flights in order of most recent to oldest, you would
  - A. Filter YEAR ascending
  - B. Filter CRAFT descending
  - C. Sort YEAR ascending
  - D. Sort YEAR descending
5. If you wanted to alphabetize the field ASTRONAUTS, you would
  - A. Sort ASTRONAUTS ascending
  - B. Sort ASTRONAUTS descending
  - C. Filter ASTRONAUTS ascending
  - D. Filter ASTRONAUTS descending
6. Finding USA flights in the year 1968 would require a
  - A. Compound Filter with AND
  - B. Compound Filter with OR
  - C. Compound Sort with AND
  - D. Compound Sort with OR

**Use the Animals database below to answer questions 7-10.**

	Animal	Type	Surface	Lungs	Gills	Wings	Birth
1	Salamander	Amphibian	Scales	Yes	Yes	No	Egg
2	Frog	Amphibian	Scales	Yes	Yes	No	Egg
3	Robin	Bird	Feathers	Yes	No	Yes	Egg
4	Owl	Bird	Feathers	Yes	No	Yes	Egg
5	Shark	Fish	Scales	No	Yes	No	Egg
6	Halibut	Fish	Scales	No	Yes	No	Egg
7	Bat	Mammal	Hair	Yes	No	Yes	Live

7. What field has been sorted in ascending order?
  - A. Birth
  - B. Gills
  - C. Type
  - D. Animal
8. If you wanted to find out what types of animals are born from eggs, you would
  - A. Filter TYPE
  - B. Filter EGGS
  - C. Sort ANIMAL
  - D. Filter or Sort BIRTH
9. If you filtered "SURFACE is equal to scales", which question could you answer?
  - A. How many animals have scales?
  - B. How many animals have lungs?
  - C. Do all animals lay eggs?
  - D. Are bats mammals?
10. If you sorted the field ANIMAL in descending order what would be the last animal in the column?
  - A. Owl
  - B. Shark
  - C. Halibut
  - D. Bat

**Use the Fifty States database below to answer questions 11-16.**

	Name	Capital	Population Density	Per Capita Income
1	Ohio	Columbus	264.90	\$17,473
2	Florida	Tallahassee	239.60	\$18,586
3	Pennsylvania	Harrisburg	265.10	\$18,672
4	Rhode Island	Providence	960.30	\$18,672
5	Delaware	Dover	340.80	\$20,039
6	Hawaii	Honolulu	172.60	\$20,254
7	Illinois	Springfield	205.60	\$20,303
8	California	Sacramento	190.80	\$20,795

11. If you wanted to find all the states with a population density greater than or equal to 340.80, you would
  - A. Filter POPULATION DENSITY "is greater than or equal to" 340.80
  - B. Sort POPULATION DENSITY
  - C. Sort PER CAPITA INCOME
  - D. Filter POPULATION DENSITY "is less than or equal to" 340.80
12. If you wanted to find the state with the highest per capita income, you would
  - A. Sort POPULATION DENSITY in ascending order
  - B. Filter PER CAPITA INCOME in ascending order
  - C. Sort PER CAPITA INCOME in descending order
  - D. Sort POPULATION DENSITY in descending order
13. If you wanted to find the capital of Illinois, you would
  - A. Sort CAPITAL in A to Z order
  - B. Filter CAPITAL for 'Illinois'
  - C. Sort NAME in descending order
  - D. Filter NAME for 'Illinois'
14. If you wanted to find the per capita income of the state with the greatest population density, you would
  - A. Sort PER CAPITA INCOME in ascending order
  - B. Sort POPULATION DENSITY in descending order
  - C. Sort PER CAPITA INCOME in descending order
  - D. Filter POPULATION DENSITY for 'greatest population density'
15. If you wanted to find the first state in alphabetical order, you would
  - A. Find the states that begin with the letter 'A'
  - B. Sort NAME in descending order
  - C. Sort NAME in ascending order
  - D. Sort CAPITAL in ascending order
16. If you do a sort to find the states that have a POPULATION DENSITY of more than 767.60 **AND** a PER CAPITA INCOME of less than \$20,000, you would find which of the following answers?
  - A. Rhode Island and New Jersey
  - B. Rhode Island, New Jersey, and Massachusetts
  - C. Rhode Island, New Jersey, Massachusetts, and Connecticut
  - D. Rhode Island

**Use the European database below to answer questions 17-20.**

	Country	Area	Population	Capital	Highest Point	Important Products
1	Russia	6,592,800	148,542,000	Moscow	24,590	steel/machinery/ch...
2	Germany	137,743	77,000,000	Berlin	9,721	machinery/precision...
3	Italy	116,303	58,000,000	Rome	15,521	clothing/shoes/textil...
4	United Kingdom	92,247	56,000,000	London		chemicals/food/iron
5	France	211,207	55,000,000	Paris	15,771	machinery/clothing/...
6	Turkey	301,381	52,000,000	Ankara	17,011	fruits/textiles/foods/...
7	Ukraine	233,100	51,994,000	Kiev		steel/chemicals/mac...
8	Spain	194,896	39,000,000	Madrid	12,762	footwear/fruit/veget...
9	Poland	120,725	38,000,000	Warsaw	8,199	machinery/textiles/...
10	Yugoslavia	98,700	23,000,000	Belgrade	9,393	processed foods/lum...
11	Romania	91,699	23,000,000	Bucharest	8,343	luimber/petroleum/...

17. If you wanted to find all the countries with the HIGHEST POINT greater than 15,000 you would
  - A. Filter the field "AREA" "is less than" 15,000
  - B. Filter the field "HIGHEST POINT" "is greater than" 15,000
  - C. Filter the field HIGHEST POINT "is less than" 15,000
  - D. Filter the field HIGHEST POINT "is at least" 15,000
  
18. If you wanted to find the countries that have an AREA smaller than 300,000 and a POPULATION larger than 6,000,000, you would
  - A. Filter the field AREA "is greater than" 300,000
  - B. Filter the field AREA "is less than" 300,000
  - C. Filter the field AREA "is less than" 300,000 and the field POPULATION "is less than" 6,000,000
  - D. Filter the field AREA "is less than" 300,000 and the field POPULATION "is greater than" 6,000,000
  
19. In which field would you enter information to find out what country Berlin is the capital of
  - A. Name
  - B. Area
  - C. Capital
  - D. Important Products
  
20. How would you locate all the countries that produce steel?
  - A. Sort IMPORTANT PRODUCTS
  - B. Filter IMPORTANT PRODUCTS "contains" 'Steel'
  - C. Filter IMPORTANT PRODUCTS for words beginning with 'S'
  - D. Look at the IMPORTANT PRODUCTS column for the word 'Steel'

**Read each question about databases carefully. Circle the letter of the correct answer.**

21. Sorting the **Counties** database by using the statement 'all counties with populations greater than 2 million' includes all counties with populations of
  - A. 2 million or more
  - B. less than 2 million
  - C. exactly 2 million
  - D. more than 2 million
22. To create a useful database of addresses for a doctor's office that can be used to send bills at the end of each month to patients in certain cities, the database should include
  - A. A field with city and state together
  - B. A separate field for city
  - C. An address field
  - D. A separate field for last name and first name
23. Which occupation would most likely use a database for record keeping?
  - A. An athlete
  - B. The janitor at Belk
  - C. Telephone information operators
  - D. A person who runs a landscape business
24. Which of the following is NOT a good use for a database program?
  - A. Maintaining recipes at home
  - B. Keeping school records
  - C. Completing a paper for English class
  - D. Maintaining hospital admission records
25. An advantage of a database program is
  - A. Data can be added or deleted easily
  - B. All records in a database may be displayed on the screen at one time
  - C. All fields may be printed in a report regardless of how many fields are in a record
  - D. All office correspondence may be handled through the database
26. Using a database would replace which of the following pieces of office equipment?
  - A. The filing cabinet
  - B. The typewriter
  - C. The Xerox machine or photocopier
  - D. The fax machine

27. In a database program, a set of related data fields treated as one unit refers to
- A. File
  - B. Record
  - C. Sort
  - D. Filter
28. Which of the following is NOT true about database programs?
- A. They can be used by almost anyone to organize information
  - B. They can be used to find information quickly
  - C. They are limited in the amount of information they can hold
  - D. They can be viewed in different formats
29. Sorting by two fields – FAVORITE SPORT and FAVORITE FOOD – using the statement 'those students whose favorite food is hamburgers AND those students whose favorite sport is football' includes those students whose favorite
- A. Food is hamburgers or favorite sport is football
  - B. Sport is football and favorite food is apples
  - C. Food is hamburgers and favorite sport is tennis
  - D. Sport is football and favorite food is hamburgers
30. The four parts of a database listed in order, from the largest to the smallest (broadest to most specific), are
- A. File, field, record, and entry
  - B. File, record, field, and entry
  - C. Field, file, entry, and record
  - D. Entry, field, file, and record
31. If you wanted to locate in a student database all of the students who were born on 12/25/83, the most efficient database function to use is
- A. Filter (or find)
  - B. Sort (or arrange)
  - C. Search and replace (or find and replace)
  - D. Scroll
32. If you wanted to organize a database of the students in a fifth period computer literacy class, from oldest to youngest using the DATE OF BIRTH field, you would use the following function
- A. Filter (or find)
  - B. Sort (or arrange) in ascending order
  - C. Sort (or arrange) in descending order
  - D. Search and replace (or find and replace)
33. Using a database, you could find cereals with less than 150 calories per ounce by using the following statement to filter the CALORIES PER OUNCE field
- A.  $\neq$  150
  - B.  $>$  150
  - C.  $=$ 150
  - D.  $<$ 150



34. Sorting the CALORIES PER OUNCE field in a database in ascending order would list the cereals with
- A. The most calories first
  - B. The least calories first
  - C. No calories last
  - D. The least calories last
35. An organized collection of data is called a
- A. Spreadsheet
  - B. Database
  - C. Template
  - D. Record
36. The best way to reorganize data in a certain order is to use the following database function
- A. Cut and paste (or cut and move)
  - B. Sort (or arrange)
  - C. Scroll
  - D. Copy and move (or copy and paste)
37. Information stored in a record in a database contains all of the following EXCEPT
- A. Entries
  - B. Data
  - C. Fields
  - D. Files
38. To create a database in which students in a computer literacy class could be sorted by last names, you would make 'Last Name'
- A. A field
  - B. A file
  - C. A record
  - D. An entry
39. The first step in designing a useful database is deciding
- A. Who will use the data
  - B. The purpose of the database
  - C. Who will have access to the data
  - D. How the data will be printed
40. You would use the editing function copy and paste (or copy and move) instead of cut and paste (or cut and move), when you wanted to move information, but NOT
- A. Copy it
  - B. Move it
  - C. Insert it
  - D. Delete it

41. In order to make databases as useful as possible, it is most important to carefully plan the
- A. Records
  - B. Files
  - C. Fields
  - D. Entries
42. To print a report from a **Buildings** database to list the buildings from the shortest to the tallest, you would sort
- A. The FEET field in ascending order
  - B. The BUILDING NAME field in alphabetical order
  - C. The FEET field in descending order
  - D. The FEET and METERS fields in descending order
43. The error checking function of a database that would be most helpful to change 'ban' to 'bran' 50 times is
- A. Search and replace (or find and replace)
  - B. Delete
  - C. Cut and paste (or cut and move)
  - D. Insert
44. Sorting the POPULATION field within the **Cities** database in descending order, arranges city populations
- A. From least to greatest
  - B. In alphabetical order
  - C. From greatest to least
  - D. In random numerical order
45. To view the cities in the **Cities** database that are NOT currently shown on the screen, but can be found on the next page of the database, the most efficient function to use is
- A. Scroll
  - B. Copy and paste (or copy and move)
  - C. Filter (or find)
  - D. Sort (or arrange)
46. If you entered the field FAVORITE SPORT twice while creating your Personal Interests Database, you could correct this mistake by using the following editing function of a database
- A. Filter (or find)
  - B. Insert
  - C. Copy and paste (or copy and move)
  - D. Delete

47. Mailing lists can NOT be prepared from a database.

B. False

B. False

B. False

B. False

B. False

B. False

B. False

B. False

B. False

# DATABASE ADVANTAGES

## Study Questions

1. Which is NOT a benefit of a computerized database?
  - A. Finding specific records that match certain conditions
  - B. Keeping an up-to-date listing of friends' phone numbers
  - C. Organizing your family's favorite recipes
  - D. Keying your social studies report
2. Which is NOT a benefit of a computerized database?
  - A. Communicates with other computers in remote locations
  - B. Finds specific records that match certain conditions
  - C. Keeps accurate records of almost any type
  - D. Sorts records quickly and accurately
3. What is NOT a reason a business might use a computerized database?
  - A. Designing a brochure for advertising purposes
  - B. Keeping an appointment calendar with patients or customers
  - C. Keeping their inventory up to date
  - D. Maintaining a list of loyal customers
4. What computer program can retrieve specific information from organized data?
  - A. Database software
  - B. Desktop publishing software
  - C. Telecommunications software
  - D. Word processing software
5. What is an advantage of an electronic telephone book over a printed one?
  - A. Names are listed in ascending order
  - B. Names of everyone in your town are listed
  - C. Phone numbers are listed first
  - D. The listings (records) can be sorted by any field
6. What task is NOT performed by most database programs?
  - A. Adding or updating data
  - B. Making charts and graphs
  - C. Printing information
  - D. Filtering and sorting information
7. What is an advantage of a database program?
  - A. Can add, delete or edit data easily
  - B. Can handle all of your letter and report writing
  - C. Can see all of the entries on the screen at one time
  - D. Never need to update a database

8. What is NOT an advantage in using electronic databases?
- A. Can easily change the sort order
  - B. Can find a specific record quickly
  - C. Can graph data easily
  - D. Can save many records on a small diskette
9. Which statement BEST describes a database program?
- A. Provides a source for correct spelling
  - B. Makes forecasts and predictions
  - C. Organizes and stores information
  - D. Used primarily for calculations
10. What is an advantage that an electronic database has over a paper database?
- A. Graphics
  - B. Speed
  - C. Spell checker
  - D. Thesaurus
11. What could a computerized database system in a school media center eliminate?
- A. Bookmarks
  - B. Card catalog
  - C. Dictionaries
  - D. Encyclopedias
12. What would a grocery store use an electronic database to keep track of?
- A. Freezer temperatures
  - B. Grocery carts
  - C. Operating hours
  - D. Overall inventory
13. What is an example of an electronic database a student might use?
- A. CD\_ROM encyclopedia
  - B. School calendar
  - C. Student planner
  - D. Telephone book
14. Which application program helps organize data?
- A. Database
  - B. Spreadsheet
  - C. Telecommunications
  - D. Word processing

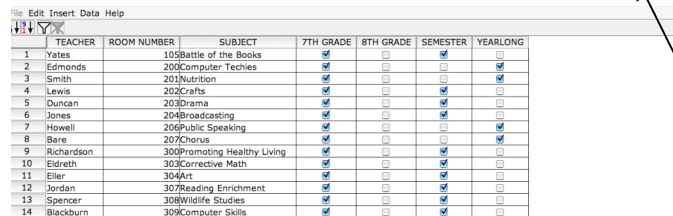
15. What is an advantage of a database program?
- A. All of the records can be seen at one time
  - B. Data can be added and edited easily
  - C. Records are easily reversible
  - D. The number of records is limited
16. Which is NOT true about database programs?
- A. Are an excellent way to organize information
  - B. Can be printed
  - C. Can find information quickly
  - D. Can only hold up to 100 records
17. Why might a doctor's office use a database?
- A. Keep track of patient appointments
  - B. Make a diagnosis of a sick patient
  - C. Print all of the employees' paychecks
  - D. Produce purchase orders for new equipment
18. What is NOT an advantage of a database?
- A. Organize your information
  - B. Filter to find specific records
  - C. Sort information alphabetically or numerically
  - D. Use of "what if" statements
19. Why might a student use an electronic database?
- A. Average his or her grades for math class
  - B. Keep track of friends' names and addresses
  - C. Send an email message to his or her parents
  - D. Write a report for a history class
20. Why might a school use an electronic database?
- A. Buy janitorial supplies
  - B. Maintain an accurate list of students
  - C. Publish a school newspaper
  - D. Run the computer system
21. What does a database allow a computer user to do?
- A. Communicate with an online service
  - B. Organize and store information
  - C. Produce a newsletter for school
  - D. Type a letter to your grandmother

22. What is one advantage of a database?
- A. Are on all software programs
  - B. Can be easily organized
  - C. Contains an online dictionary
  - D. Contains an online thesaurus
23. Why would a travel agent use a database?
- A. Communicate with cruise ships
  - B. Forecast the summer season
  - C. Get airline schedules for clients
  - D. Print vacation brochures
24. Which is NOT a good example of a database?
- A. Automated library system
  - B. Electronic dictionaries
  - C. Electronic mailing list
  - D. Novels on tape

## DATABASE HINTS AND REMINDERS

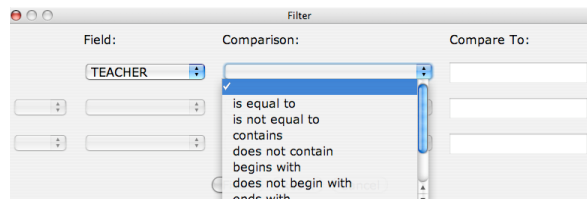
- When reading a search criteria question, if “and” is used in the question, DO NOT assume that you use the connector “and”.  
 Example: Look in the TEACHER column, does Blackburn and Jordan appear together? If you put “and” as the connector you are saying that they appear together in that field.

3. Apply a filter to the Class Schedule database to display only the records for all classes taught by teachers named Blackburn and Jordan.



	TEACHER	ROOM NUMBER	SUBJECT	7TH GRADE	8TH GRADE	SEMESTER	YEARLONG
1	Yates	105	Battle of the Books	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Edmonds	200	Computer Techies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Smith	201	Nutrition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Lewis	202	Crafts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Duncan	203	Drama	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Jones	204	Broadcasting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Howell	206	Public Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Bare	207	Chorus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Richardson	300	Promoting Healthy Living	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Eldreth	303	Corrective Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Eller	304	Art	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Jordan	307	Reading Enrichment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Spencer	308	Wilde Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Blackburn	309	Computer Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- To help you decide which comparison to use, most of the time you use “contains” for text and “equal to” for numerical data.



- To help you decide which field to manipulate, check the question, many times it will have the field in all caps.



4. Sort the Highest Peaks database alphabetically by NAME OF PEAK.

# Passport To Technology



## Destination Asia

Spreadsheet



# **North Carolina Computer/Technology Skills Curriculum**

## **8<sup>th</sup> Grade Competency Objectives**

### **Spreadsheet**

- 1.09 Recognize, discuss, and investigate how spreadsheets are used in a variety of settings (e.g., schools, government, business, transportation, communications).
- 1.10 Use spreadsheet and graphing terms/concepts to present and explain content area assignments.
- 1.11 Cite sources of information used in content area spreadsheets.
- 2.03 Select and use spreadsheet formulas and functions to solve problems in content areas.
- 2.04 Use spreadsheet features/functions to calculate and present findings for content area assignments.
- 3.04 Create/modify spreadsheets to analyze and interpret information, test simple "what if..." statements, solve problems, and make decisions in content areas.

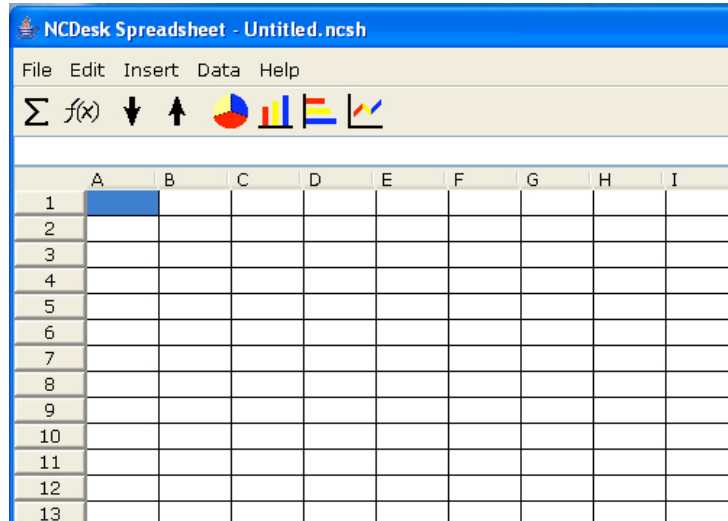
## **National Educational Technology Standards for Students**

### **Profiles for Technology Literate Students**

**All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 8, students will:**

- 8. Select and use appropriate tools and technology resources to accomplish a variety of tasks and to solve problems.
- 9. Demonstrate an understanding of concepts underlying hardware, software, and connectivity, and of practical applications to learning and problem-solving.

# **SPREADSHEET BASICS**



**Spreadsheet** – A computer application program that arranges data into rows and columns, usually used to work with numbers and calculations.

One of the main uses of spreadsheets is to **forecast or to predict**. Spreadsheets are also often used to answer **“WHAT IF...”** questions. A spreadsheet is a calculator that you can use to model the relationships in a problem and then use to **forecast** or ask questions such as:

**WHAT IF** I score 90 on the last assignment? How will it affect my grade and the class average?

**WHAT IF** I made three more of my shots in the last game? What would my shooting percentage be?

---

## **Advantages of Computer Spreadsheets**

### **Can answer “What is...?”**

- ✓ student’s current grade (school)
- ✓ individual athlete statistics (sports)
- ✓ transportation schedules (business)
- ✓ current money available for spending (personal)
- ✓ census results

### **Can answer “What if...?”**

- ✓ student population increases (school)
- ✓ win/loss record changes (sports)
- ✓ product sales decrease (business)
- ✓ hourly wage rate changes (personal)
- ✓ US immigration rate increases (government)

# **SPREADSHEET VOCABULARY**

**Absolute Cell Reference** – A cell reference that will not change when you copy or move the formula; written with dollar signs (Example: \$A\$1)

**Active cell** – the current cell selected

**Align** - process of lining up the centers, or the left or right edges of data within cells

**Cell** – the intersection of a row and column on a spreadsheet in which data can be entered; cells are designated by their column letter and row number (Example: B4)

**Cell Address** – the name and location of a cell on a spreadsheet designated by the column letter and row number. For example, the cell address for the cell located at the intersection of Column B and Row 2 is B2.

**Cell Reference Error** - Displays #REF in the spreadsheet cell if the formula is not correct

**Column** – the vertical divisions of a spreadsheet, labeled alphabetically

**Column Heading** – the lettered box at the top of a column in a spreadsheet

**Data Entry Bar** – the bar at the top of the spreadsheet used to enter data into the selected cell; data will appear in cell after pressing Enter, Return, or Tab

**Fill Series** – To copy the contents of one cell to another range of cells

**Format** – to change the appearance of an entry in a spreadsheet (Examples: alignment, font, dollar signs, commas, or decimals)

**Formula** – A mathematical equation consisting of numbers, other cell designators, and symbols for mathematical operations. The result of the formula is displayed in the cell – the formula is displayed in the data entry bar. Formulas are calculated using the normal algebraic rules concerning order of operations.

**Functions** – Formulas that are already built into a spreadsheet program

**Grid** – blank setup of rows and columns in a spreadsheet on which data is to be entered

**Gridlines** – the vertical and horizontal lines displayed in the body of a spreadsheet; the intersection of the gridlines forms cells

**Graph/Chart** - a visual representation of numerical data; can present complex relationships clearly, and make trends and patterns identifiable

**Label** – Data entered as text, like a word or a letter (Example: Name)

**Landscape** – the page setup that allows the document to be printed horizontally

**Legend** – Text that explains the meaning of colors and patterns used in a graph/chart, sometimes called the key.

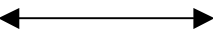
**Operand** – What the Operator in a formula works on (Example: a numeric value)

**Operator** - An instruction such as add, subtract, or multiply within a formula

**Portrait** – the page setup that allows the document to be printed vertically

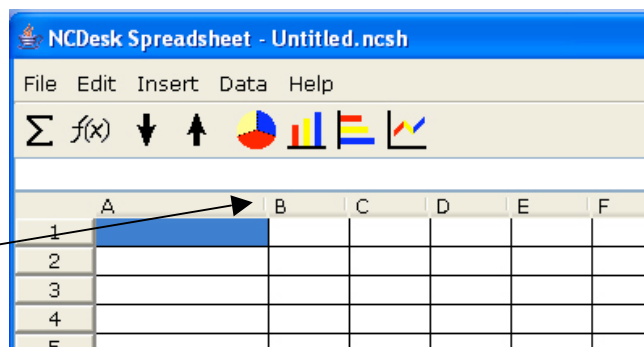
**Range/Series** – In spreadsheet applications, one or more contiguous cells (cells in a sequence). For example, a range could be an entire row or column, or multiple rows or columns. Identify a range by using the beginning and ending cell address (A1:A8).

**Relative Cell Reference** – A cell reference (Example: A!) that changes when you copy or move the formula.

**Re-sizing columns** – To quickly re-size a column so that you can see all the contents within the cells, place your mouse on the border between cell headers until your cursor looks like this:  Then click and drag the column divider to make it wider.

(Notice how Column A has been resized.)

Cell border between the cell headers



**Row** – the horizontal divisions of a spreadsheet, labeled numerically

**Row Heading** - the numbered box at the beginning of a row in a spreadsheet

**Value** – A number entered into a cell

## **MODIFYING CELLS**

<b>CELL FORMATTING</b>	
<b>TEXT</b>	Written words/language
<b>WHOLE NUMBER</b>	Numbers without a decimal
<b>DECIMAL NUMBER</b>	Numbers with a decimal
<b>MONEY</b>	Currency expressed as dollars and cents (\$15.95)
<b>DATE (MM/DD/YYYY)</b>	Date that includes month, day, and year (01/23/2009)
<b>DATE (YYYY)</b>	Date that only includes the year (2009)
<b>TRUE/FALSE</b>	Check boxes
<b>HEADER</b>	First cell in a column – Labels contents of column
<b>FUNCTION</b>	Information only such as a formula

**\*NOTE:** When entering data into a spreadsheet make sure that you enter it as the cell is formatted.

If the cell is formatted for **Date (YYYY)**, you must put the 4 number digits of the year (**2009**).

If the cell is formatted for **Date (MM/DD/YYYY)**, you must put a 2 digit month, 2 digit day, and 4 digit year (01/01/2010). Leading zeros must be added for months and days that only have one digit.

## **VALUES, LABELS AND FORMULAS**

Three types of data can be entered into a spreadsheet:

**Label** – Text

**Value** – A number

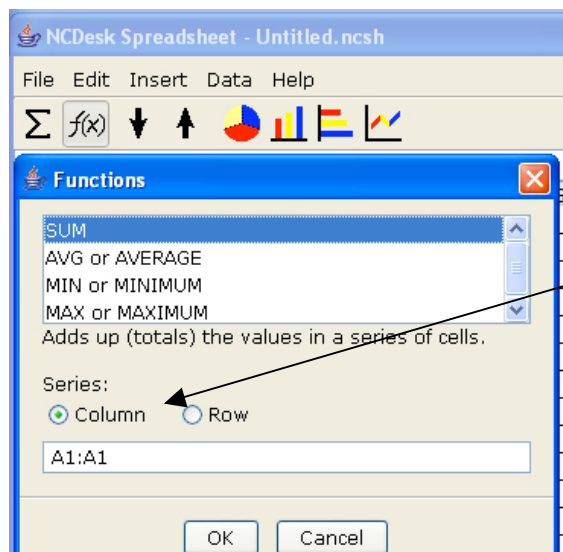
**Formula** – A mathematical equation

Formula	Result
=B4+B5	find the sum of the contents of cells B4 and B5
=B4-B5	find the difference between the contents of cells B4 and B5
=B4*B5	multiply cells
=B4/B5	divide cells
=SUM(B4:B10)	add cells B4,B5,B6,B7,B8,B9, and B10
=AVG(B4:B10)	calculate the average of B4,B5,B6,B7,B8,B9 and B10

The formula contains three elements:

1. It must begin with an equal sign (=) to distinguish it from a label or value. The equal sign tells the computer to perform a calculation.
2. It must have operators (an instruction like +, -, \* or /).
3. It must have operands (what the instructions operate on, i.e. values).

**Functions** – Formulas that are already built into the spreadsheet program



**\*NOTE**

When applying a function, make sure that you look to see if the range of cells is in a column or a row and choose the appropriate radio button.

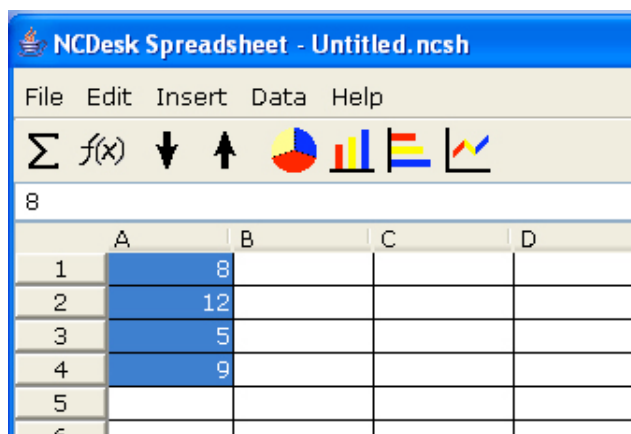
A function is applied to a single cell NOT a series of cells therefore you should only highlight/select a single cell not a group of cells when applying a function.

### Functions Available in NCDesk

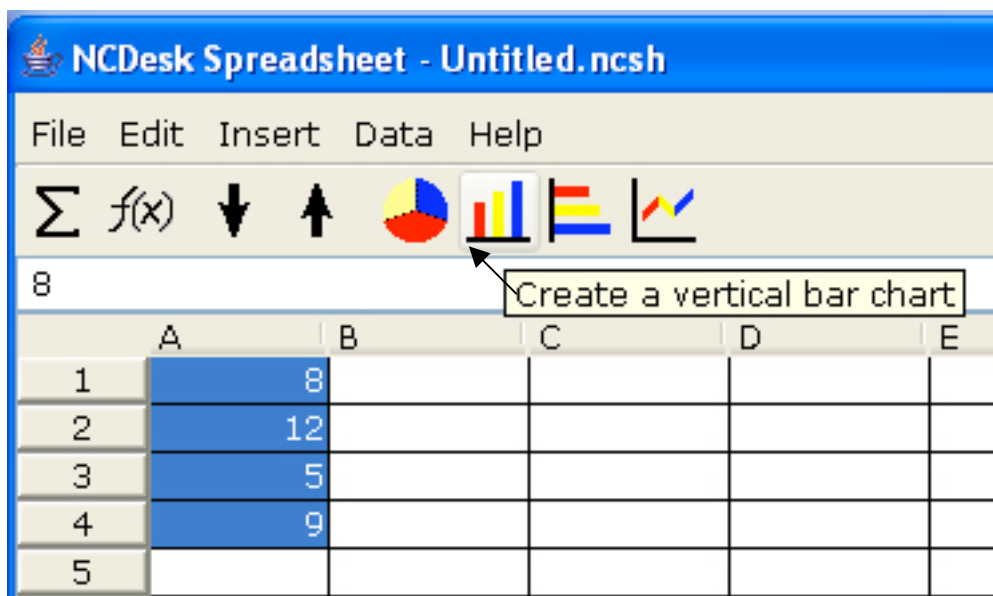
Function	Result
SUM	find the sum of the selected cells
AVG	find the average (mean) of the selected cells
MIN	find the minimum (smallest) value of the selected cells
MAX	find the maximum (largest) value of the selected cells

## **Making Graphs/Charts in Spreadsheet**





Step 1: Highlight the cells that contain the data you want included in the graph/chart.



Step 2: Click on the icon representing the type of chart/graph that you want (e.g. Bar Chart) and the spreadsheet will create your graph for you!



## **Types of Graphs/Charts in Spreadsheet**

	Pie Chart	Best for showing percentages of a whole.
	Vertical Bar Chart	Best for comparing sets of values to show ranking. Each set is a <u>data series</u> and is represented by the same color bar.
	Horizontal Bar Chart	Also used for comparing sets of data to show ranking. The bars are displayed horizontally instead of vertically.
	Line Chart	Best for revealing trends over time.

### **GRAPH/CHART REVIEW QUESTIONS**

Which type of graph/chart would be most appropriate to:

1. Show how many points a basketball player scored compared to the total scored by the team?\_\_\_\_\_
2. Show the best selling cars from the years 1995-2000?\_\_\_\_\_
3. Compare the number of TV viewers for all shows from 7:00-8:00 pm?  
\_\_\_\_\_
4. Illustrate the percentage of allowance spent on movies or CDs?\_\_\_\_\_
5. Compare high scores on a video game?\_\_\_\_\_



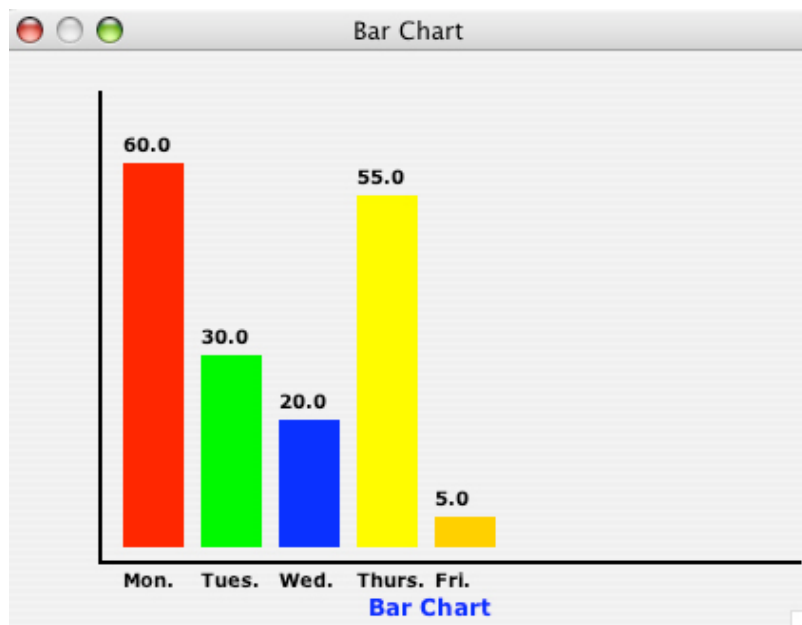
## **SPREADSHEET REVIEW QUESTIONS**

1. Give the 3 types of data that can be entered into a spreadsheet:  
 \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

2. The main use of a spreadsheet is to \_\_\_\_\_ or to  
 \_\_\_\_\_.

3. Using the spreadsheet below, list the steps you would take to make the graph as shown below.

	A	B	C	D	E	F	G
1		Mon.	Tues.	Wed.	Thurs.	Fri.	
2	Sara	60	70	60	10	10	
3	Nick	60	30	20	55	5	
4	Rhonda	80	25	10	60	10	
5							



Steps:

---



---



---



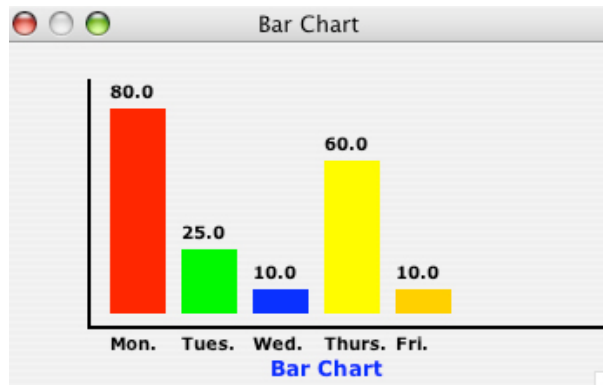
---

4. There are three charts below this spreadsheet that were made to display the information in the spreadsheet. Which type of chart best represents the data?

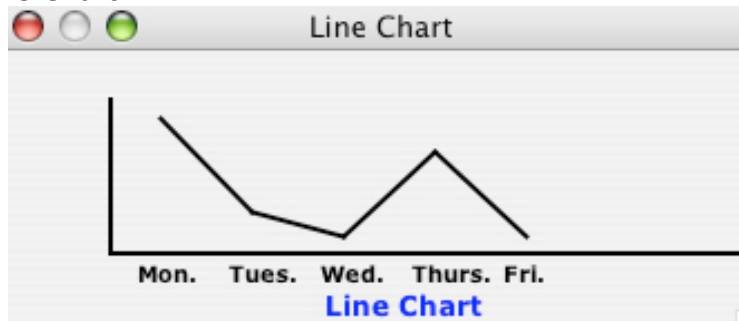
### Hours Watching TV

	A	B	C	D	E	F	
1		Mon.	Tues.	Wed.	Thurs.	Fri.	
2	Rhonda	80	25	10	60	10	
3							

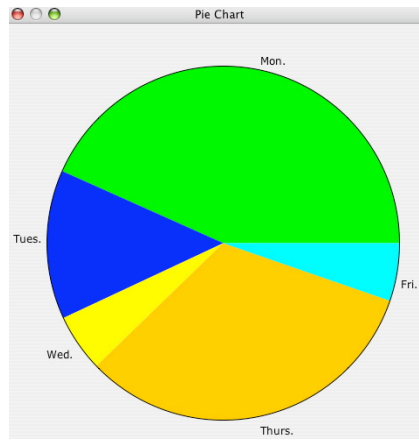
#### A. Vertical Bar Chart



#### B. Line Chart



#### C. Pie Chart



5. Shade in and label an example of each of the following locations in this blank spreadsheet.
- A. Row 3                      B. Column C                      C. Cell E5

NCDesk Spreadsheet - Untitled.ncsh									
File Edit Insert Data Help									
Σ f(x) ↓ ↑ [Pie Chart Icon] [Bar Chart Icon] [Line Chart Icon]									
	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

6. Using the spreadsheet above, match the following items based on where they would be found in the spreadsheet.

- \_\_\_\_\_ a. A                      cell
- \_\_\_\_\_ b. 3                      column
- \_\_\_\_\_ c. D3                      row

7. Identify each of the following spreadsheet entries as a value (V), a label (L), or a formula (F):

- \_\_\_\_\_ a. NAME
- \_\_\_\_\_ b. 74
- \_\_\_\_\_ c. =AVG(D1:D18)
- \_\_\_\_\_ d. .05
- \_\_\_\_\_ e. =(C5/C6\*100)

8. Which of the following formulas will compute the average of cells B2 through F2?

	A	B	C	D	E	F	
1		Mon.	Tues.	Wed.	Thurs.	Fri.	
2	Rhonda	80	25	10	60	10	
3							

- a. =(B2/F2)
- b. =(B2\*F2)
- c. =AVG(B2:F2)
- d. =SUM(B2:F2)

**Answer questions 9-21 using the spreadsheet below.**

	A	B	C	D	E
1	Qty.	ITEMS	PRICES	COST	
2	4	Packs of Hot Dogs	\$2.79	\$11.16	
3	6	Packs of Hot Dog buns	\$1.89	\$11.34	
4	8	Cartons of Potato Salad	\$2.65	\$21.20	
5	5	Bags of Potato Chips	\$2.17	\$10.85	
6	3	Cherry Pies	\$5.00	\$15.00	
7	2	Jars of Dill Pickles	\$1.69	\$3.38	
8			Subtotal:	\$69.55	
9			6% Tax:	\$4.17	
10			Total:	\$73.72	
11					

9. What information is entered in cell B1? \_\_\_\_\_  
Is this a label, value, or formula? \_\_\_\_\_
10. What type of information is in Column A? \_\_\_\_\_
11. What does the information in row 3 concern? \_\_\_\_\_
12. Are the prices of the items being purchased for the picnic in a column or a row? \_\_\_\_\_
13. Is all of the information about "packs of hot dog buns" located in a column or a row? \_\_\_\_\_
14. Is the information in cell B2 a label, value, or formula? \_\_\_\_\_
15. Is the information in cell A6 a label, value, or formula? \_\_\_\_\_
16. Is most of the information in Column C labels, values, or formulas? \_\_\_\_\_
17. What formula would you write to calculate cell D9? \_\_\_\_\_

18. Which 5 cells would change if you changed the number of "cherry pies" to 9?

19. Where are the cells that are probably holding a formula? \_\_\_\_\_

20. What are those formulas probably calculating?

**21. If you changed the number in cell C6, what other cells would probably change automatically?** \_\_\_\_\_

***Concession Stand Sales***

	A	B	C	D	E	F	G	H	I
1		Popcorn:	Popcorn:	Drinks:	Drinks:	Candy:	Candy:	TOTAL	TOTAL
2	Names	# Sold	Cost @ \$1.50	# Sold	Cost @ \$1.00	# Sold	Cost @ \$.50	# Items Sold	
3	Lucy	10	\$15.00	12	\$12.00	5	\$2.50	27	\$29.50
4	Jack	15	\$22.50	10	\$10.00	4	\$2.00	29	\$34.50
5	Debra	13	\$19.50	14	\$14.00	6	\$3.00	33	\$36.50
6	William	8	\$12.00	10	\$10.00	2	\$1.00	20	\$23.00
7	TOTALS	46	\$69.00	46	\$46.00	17	\$8.50	109	\$123.50

***Use the spreadsheet above to answer questions 22-30.***

22. What is the location of the total number of items that Debra sold?

- A. cell H5
- B. cell I4
- C. cell H4
- D. cell I6

23. If you change the number of drinks that William sold, what other cells would change as a result?

- A. E5, F5, G5, H5, I5
- B. E6, H6, I6, I7
- C. D6, E6, F6, G6, I6
- D. D2, D3, D4, D5, D6

24. Which cell contains a formula that would give us the total cost of the candy that Jack sold?

- A. G4
- B. F3
- C. I3
- D. G6

25. Cell C3 is determined by the product of which of the following?

- A. B2\*C2
- B. C3\*\$1.50
- C. B3\*\$1.50
- D. B2\*C1

26. Cell F7 is the result of the sum of which of the following?
- A. B2, C2, D2, E2
  - B. F1, F2, F3, F4
  - C. B6, D6, F6, H6
  - D. F3, F4, F5, F6
27. What cells will change if you increase the price of candy to 1.00?
- A. only G2, G3, G4, G5
  - B. only G6, H6, I6
  - C. only G6, and I6
  - D. only G2, G3, G4, G5, G6, G7, I3, I4, I5, I6, I7
28. In what cell would you enter a number if Debra sold 5 more drinks?
- A. D5
  - B. E4
  - C. H4
  - D D6
29. Cell G3 contains which of the following?
- A. The total number of candy items that Lucy sold
  - B. The cost of one item of candy
  - C. The total cost of candy that Lucy sold
  - D. The total of popcorn, drinks, and candy that Lucy sold
30. If you change the number of boxes of popcorn that Wiliam sold which one of the following cells would **NOT** change as a result?
- A. B6
  - B. C6
  - C. D6
  - D. C7
31. Which of the following is the best way to track food items in the cafeteria on a weekly basis?
- A. adding machine
  - B. electronic spreadsheet
  - C. calculator
  - D. pencil and paper
32. How is data organized in a spreadsheet?
- A. rows and columns
  - B. lines and spaces
  - C. layers and planes
  - D. fields and records

33. Paper spreadsheets can have all the same advantages as an electronic spreadsheet except:
- A. accuracy
  - B. speed
  - C. rows and columns
  - D. headings
34. Which is NOT an advantage of using computerized spreadsheets?
- A. speed of calculation
  - B. flexibility of moving entries
  - C. cost of initial set-up
  - D. ability to generate tables
35. \_\_\_\_\_ are sets of instructions that result in a value for a cell.
- A. addresses
  - B. spreadsheets
  - C. formulas
  - D. cells
36. For which of the following would you use a spreadsheet?
- A. to keep a list of your friend's addresses
  - B. to write a letter to your mom
  - C. to predict financial information
  - D. to keep track of your basketball cards
37. When you change an entry on a spreadsheet and then project the results you are doing which of the following?
- A. predicting
  - B. forecasting
  - C. function
  - D. both predicting and forecasting
38. On a spreadsheet, how would you insert a formula into a cell?
- A. Make the cell active, type the word "formula," then enter the amounts in two cells
  - B. Highlight the whole spreadsheet, type the cell names where you want to place the formulas, then enter the equations
  - C. Highlight one cell, type the formula starting with the equals sign, then press return
  - D. Make a cell active, type in the numbers from the cells you want to add, and press return

## **SPREADSHEET ADVANTAGES QUESTIONS**

1. Chance needs to record data that will show the change in temperature over a two-week period of time. Which software will he need to use to create his graph?
  - A. Desktop publishing
  - B. Spreadsheet
  - C. Telecommunication
  - D. Word processing
2. Victoria needs to enter inventory data into the computer so that she might track purchasing trends. Which application software would BEST meet her needs?
  - A. Multimedia software
  - B. Operating system software
  - C. Spreadsheet software
  - D. Telecommunications software
3. Your teacher has given you all of your grades for the grading period. What is the FASTEST way to calculate your current average as well as your new average when you make up missing assignments?
  - A. Add it in your head
  - B. Add it on a calculator
  - C. Look in the teacher's grade book
  - D. Set up a spreadsheet
4. What application software would allow users to determine the average of a student's work?
  - A. Database
  - B. Desktop Publishing
  - C. Spreadsheet
  - D. Word Processing
5. What could your school secretary use a spreadsheet to do?
  - A. Create a web page
  - B. Keep a record of student fees
  - C. Key letters to parents
  - D. Search for student addresses
6. What computer program is made up of rows and columns that form cells?
  - A. Database
  - B. Desktop publishing
  - C. Spreadsheet
  - D. Word processing



7. Which software would be used to enter, calculate, manipulate, and analyze numbers?
- A. Database
  - B. Desktop publishing
  - C. Spreadsheet
  - D. Word processing
8. Kimberly uses which software to compute the company payroll?
- A. Database
  - B. Desktop publishing
  - C. Spreadsheet
  - D. Word processing
9. The recalculation feature of a spreadsheet allows a user to do what?
- A. Change values and update totals instantly
  - B. Check the spelling in a memo
  - C. Arrange data into fields
  - D. Sort data in descending order
10. What could your local tax office use a spreadsheet for?
- A. Create product information
  - B. Record sales tax paid by businesses
  - C. Key letters to businesses
  - D. Search titles of businesses
11. To create a chart of business expenses,, what software would be used?
- A. Database
  - B. Desktop publishing
  - C. Multimedia
  - D. Spreadsheet
12. An advantage of a spreadsheet is the speed of accomplishing what?
- A. Calculating numbers
  - B. Grammar checking
  - C. Newsletter creating
  - D. Searching and retrieving
13. What BEST describes the use of spreadsheet software?
- A. Answers "What-If?" scenarios
  - B. Prints business letters
  - C. Saves data in columns
  - D. Sorts data in cells

14. What question can be asked of a spreadsheet years after it is created?
- A. What-if analysis
  - B. Where have you been?
  - C. Why is analysis
  - D. What-is analysis
15. What is a major advantage of a spreadsheet?
- A. Allows the user to write letters
  - B. Answers "What-If?" questions
  - C. Checks for punctuation mistakes
  - D. Looks up words in the thesaurus
16. Which is NOT used in a spreadsheet application?
- A. Keep track of money spent
  - B. Keep track of timed writings
  - C. Key and print envelopes
  - D. Print local address books
17. How is spreadsheet software used for personal use?
- A. Doing language art homework
  - B. Keying a personal business letter
  - C. Organizing a baseball card collection
  - D. Predicting entertainment expenses

# Passport To Technology



## Destination North America

Multimedia

# **North Carolina Computer/Technology Skills Curriculum**

## **8<sup>th</sup> Grade Competency Objectives**

### **Multimedia/Presentation**

- 1.16 Use multimedia terms/concepts correctly to describe and explain projects/products.
- 1.17 Recognize, discuss, and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, video, content, language) in multimedia projects and presentations as a class/group.
- 1.18 Recognize, discuss, and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines.
- 3.07 Plan, design, and develop a multimedia product using data (e.g., graphs, charts, database reports) to present content information.

### **National Educational Technology Standards for Students**

#### **Profiles for Technology Literate Students**

**All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 8, students will:**

- 3. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of possible misuse.
- 5. Apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum.
- 6. Design, develop, publish, and present products (e.g., Web pages, videotapes) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.
- 8. Select and use appropriate tools and technology resources to accomplish a variety of tasks and to solve problems.
- 10. Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.

## **MULTIMEDIA VOCABULARY**

**Animation** – diagrams or cartoons that move to show action; made up of a sequence of images displayed one after the other. You can set up text or graphics to move on each slide differently, which help make a more interesting presentation

**Audio Clips** – recordings of sounds, music, or voice. You can record your own voice to create your own narration; the application program you use may also have sounds to use in your presentation

**Background** – the base or backdrop color; in order to distinguish any image on screen, whether text or graphics, there must be a contrasting background color

**Branching** – a feature that allows the user to move in multiple directions based on selections made

**Button** – a spot added to enable the use of multimedia options like sound, movies, or animation; or to allow user to move to the next slide or image

**CD-ROM** – (Compact Disc Read Only Memory) a compact disc format used to hold text, graphics, and hi-fi stereo sound

**Cite References** – to reference the creator or source of information used in a presentation; the recognition that a work is not yours

**Digital Camera** – a special camera that takes and stores photographs in a digital format. Digital pictures can be loaded into a computer and used in a variety of ways, one of which is insertion into a multimedia presentation

**DVD** – Similar to a CD but has a much larger data capacity (about 7 times more), used to hold large files like movies/videos

**Flow Chart** – a diagram showing the relationship between different parts of a problem or program

**Graphics** – the creation and manipulation of picture images in the computer; can be clip art, pictures, charts, graphs, or other visuals

**Hyperlink** – a predefined linkage between one object and another which is chosen by using a single click

- Can be text or an icon (small graphics image)
- Displays as underlined text usually in blue or red font

**Interactive** – a type of program in which the user and the computer respond to one another: such as a video game, shopping site, or electronic test bank

**Layout** - the planned structure for a card/slide to show where buttons, graphics, etc. will be placed

**Linear** – a straight line or path; a multimedia presentation that moves from slide to slide in a straight line without any navigation control for the viewer

**Links** – connections from one image , page, or word to another where the user clicks on a word or phrase that is usually highlighted

**Morphing** – The special effects in motion pictures and animations that changes one image into another through a seamless transition.

**Multimedia** – presenting information in more than one form by using a combination of text, sound, video, or animation

**Narration** – (1) the printed text giving instruction or information (2) recorded voice played during a multimedia presentation

**Non-linear** – not moving in a straight line; a multimedia presentation that content offers user interactivity to control progress such as in a computer game.

**Scanner** – a device that reads a printed page and converts it into a graphics image

**Sequential** – one after the other in some consecutive order such as by name or number. Examples: Aaron, Abigail, Andy; or 1, 2, 3, 4...

**Slide Show** - a presentation of linear or non-linear multimedia

**Sound** – music, speech, or sound effects when recorded is used to accompany a multimedia presentation to make it more interesting

**Storyboard** – a set of plans representing slides in the sequence they will be displayed

**Text** – A type of media used in a multimedia presentation that are words and can be changed such as changing the size, color, and type of font.

**Tool Menu** – a special window that provides all the tools you need to create a multimedia presentation

**Transition** – An effect added in a multimedia presentation that joins one slide to another. Examples of transitions are fade, fly in, enter from left.

**Video** – the audio/visual playback and recording technology used in TV; also refers to computer screens and terminals

**Video Clips** – short movies saved to be available for use in multimedia

**Web-based** – any software that runs on or interacts with a web site; the software may be on the Internet or on an in-house intranet


## **MULTIMEDIA VOCABULARY BINGO**

Directions: Choose words from the word bank below. Write a word in each of the empty spaces. Your teacher will read a definition. If you have the word that matches the definition, cover it. The first person to have five covered spaces in a row – horizontal, vertical, or diagonal – will win!

Word Bank:

animation	audio clips	background	branching	button
CD-Rom	site references	digital camera	flow chart	links
graphics	hyperlink	interactive	layout	linear
web based	multimedia	narration	non-linear	scanner
sequential	slide show	storyboard	tool menu	video
video clips				

**M E D I A**

		<b>FREE</b>  <b>SPACE</b>		

# **MULTIMEDIA – PRESENTATIONS**

Technology allows you to present your information using different types of media.

**Types of Media** include:

**Text** – you can change the size, color, and type of your font.

**Graphics** – include clipart, pictures, charts, graphs, or other visual  
(You can even use a scanner or a digital camera in order to use your own pictures!)

**Animation** – this is movement. Text and graphics can be formatted to move.

**Sound** – you can add sound clips to your presentation. You could even record your own voice!

**Audio clips** – you can download these sounds (such as music) to enhance your presentation.

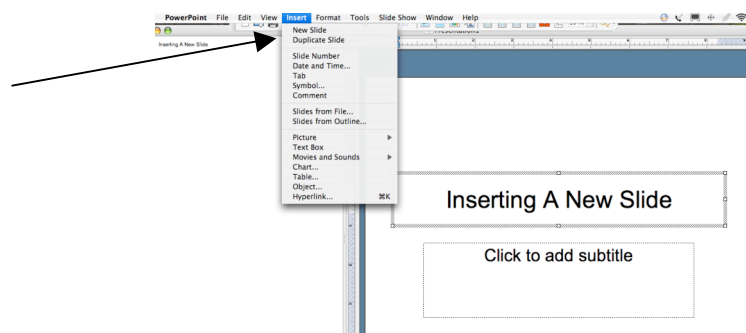
**Video clips** – these are “mini-movies”! You can include these “movies” to make your information more interesting.

Examples of application programs that you can use to create multimedia presentations

- Microsoft Office – PowerPoint
- Hyperstudio
- Keynote

Your presentation can take the form of a slide show.  
Information is displayed on slides or cards.

- When you open the application, you will see a blank white slide. You will type, add graphics, animation, sound, audio clips and/or video clips to the slide(s) or change the design. You can add as many slides as you need to present your information.
- **To Insert A New Slide**, Go to the *Insert* Menu and choose *New Slide*



- Once you have finished, you will want to “sort” your slides. You can rearrange them by clicking on a slide and dragging it to the proper place. This is also called a “storyboard”.
- Multimedia can be broadly divided into 2 categories:  
**Linear** and **Non-Linear**



## COMMON FILE EXTENSIONS

TEXT FILES		DATA FILES	
.doc	Microsoft word document	.csv	Comma separated values file
.msg	Mail message	.dat	Data file
.pages	Pages document	.mdb	Microsoft Access database
.rtf	Rich text format file	.pps	PowerPoint slide show
.txt	Plain text file	.ppt	PowerPoint presentation
		.xls	Microsoft Excel spreadsheet
IMAGE FILES		WEB FILES	
.mng	Multiple network graphic	.asp	Active server page
.pct	Picture file	.css	Cascading style sheet
.bmp	Bitmap image file	.php	Hypertext preprocessor file
.gif	Graphical interchange format file	.htm .html	Hypertext markup language file
.jpg	JPEG image file	.js	Javascript file
.png	Portable network graphic	.jsp	Java server page
.tif	Tagged image file		
PAGE LAYOUT FILES		COMPRESSED FILES	
.pdf	Portable document format	.zip	zipped/compressed file
AUDIO FILES		VIDEO FILES	
.mid .midi	MIDI file	.asf	Advanced systems format file
.mp3	MP3 audio file	.asx	Microsoft ASF redirector file
.wav	WAVE audio file	.avi	Audio video interleave file
.wma	Windows media audio file	.mov	Apple QuickTime movie file
		.mp4	MPEG-4 video file
		.mpg	MPEG video file
		.qt	Apple quick time movie file
		.swf	Flash movie file
		.flv	Flash video file
		.wmv	Windows media video file

# **MULTIMEDIA STUDY QUESTIONS**

## **ADVANTAGES OF MULTIMEDIA**

1. Which is NOT a use of a multimedia/presentation graphics software program?
  - a. Create a chart of your school's enrollment by grade level
  - b. Create an electronic report for your history class
  - c. Create a list of all your classmates' names and addresses
  - d. Create a meeting presentation about the new school rules
2. Which is NOT an advantage of multimedia/presentation graphics software?
  - a. Allows an audience to read large amounts of numeric data
  - b. Allows audience to see data easily and quickly
  - c. Allows the presenter to be creative while presenting data
  - d. Allows the presenter to grab and hold an audience's attention
3. Which is NOT an example of a use of multimedia/presentation graphics software?
  - a. Explaining electronically how to play your favorite sport
  - b. Outlining what you want to say at your job interview
  - c. Presenting the goals of your FBLA organization
  - d. Researching the history of Africa
4. What type of software allows the user to create documents called slides to be used in making presentations?
  - a. Desktop publishing
  - b. Fun and leisure
  - c. Presentation
  - d. Word Processing
5. What type of software is BEST to use when giving an oral report to help summarize dates and emphasize report highlights?
  - a. Database
  - b. Desktop publishing
  - c. Presentation
  - d. Word processing
6. What is the combination of text, graphics, animation, video, and audio called?
  - a. Clip art
  - b. Communications
  - c. Internet browser
  - d. Multimedia

7. What is the BEST use of a multimedia presentation graphics software program?
  - a. Create a Christmas card
  - b. Design a new school
  - c. Plan a summer budget
  - d. Type a history report
8. Which would NOT be an advantage of using multimedia/presentation graphics software?
  - a. Can be used to create anything
  - b. Gains and holds attention
  - c. Gets the point across better and faster
  - d. Helps people reach an agreement faster
9. What type of software is used to produce a slide show?
  - a. Database
  - b. Desktop publishing
  - c. Presentation
  - d. Word processing
10. Which is NOT a use of multimedia/presentation graphics software program?
  - a. Brochures
  - b. Charts
  - c. Envelopes
  - d. Reports
11. Which is NOT a use multimedia/presentation graphics software program?
  - a. Charts
  - b. Drawings
  - c. Maps
  - d. Recipes
12. Which is one of the five things that multimedia combines?
  - a. Audio
  - b. Mice
  - c. Notes
  - d. Views
13. What does multimedia NOT combine?
  - a. Animation
  - b. Graphics
  - c. Text
  - d. Views

14. What are slides used to create?
  - a. Databases
  - b. Graphics
  - c. Presentations
  - d. Spreadsheets
15. What is used in making presentations?
  - a. Notes
  - b. Outlines
  - c. Slides
  - d. Views
16. Presentations can be distributed on CD-ROMs, but not over the Internet
  - a. True
  - b. False
17. Presentations can be entertaining as well as educational.
  - a. True
  - b. False
18. Presentations can only be used for informational meetings.
  - A. True
  - B. False
19. Presentations are NOT portable or editable.
  - A. True
  - B. False
20. Presentations can contain links to other documents.
  - A. True
  - B. False
21. Presentations can NOT contain links to web sites.
  - A. True
  - B. False

### **MULTIMEDIA TERMINOLOGY**

1. What is the file you save to a disk that contains all the slides, speaker's notes, and handouts that make up your presentation?
  - A. Clip art
  - B. Document
  - C. Presentation
  - D. Word art

2. Adding effects, such as sound and video, adds interest and keeps your audience attentive is what type of effect?
  - A. Attribute
  - B. Multimedia
  - C. Outlining
  - D. Title
3. Which type of handouts are printouts of your electronic presentation that your audience can use to follow along and take notes?
  - A. Audience handouts
  - B. Speaker handouts
  - C. Speaker notes
  - D. Student notes
4. What are the notes that include the slide as well as comments or points you may want to remember while presenting your presentation called?
  - A. Audience handouts
  - B. Speaker handouts
  - C. Speaker notes
  - D. Student notes
5. What resembles a toolbar, but holds items such as drawing tools rather than buttons that perform commands?
  - A. Hyperlink
  - B. Menu bar
  - C. Toolbox
  - D. Tool kit
6. What combines text, graphics, animation, video, and audio?
  - A. Clip art
  - B. Drawings
  - C. Games
  - D. Multimedia
7. What allows the user to create documents called slides to be used in making presentations?
  - A. Desktop publishing
  - B. Fun and leisure
  - C. Presentation graphics
  - D. Word processing

8. What are clip art, text, drawings, charts, sounds, and video clips in a presentation called?
  - A. Drawings
  - B. Maps
  - C. Objects
  - D. Slides
9. What can be controlled manually or automatically in a presentation?
  - A. Art show
  - B. Map show
  - C. Puppet show
  - D. Slide show
10. What special effect is used to introduce a slide during a slide show?
  - A. Animation
  - B. Graphing
  - C. Outlining
  - D. Transition
11. What adds interest and keeps your audience attentive?
  - A. Clip art
  - B. Multimedia effects
  - C. Presentation file
  - D. Title slide
12. What is generally the first slide in a presentation called?
  - A. End
  - B. Name
  - C. Start
  - D. Title
13. Which slide introduces the audience to the presentation?
  - A. End
  - B. Name
  - C. Start
  - D. Title
14. What provides consistency in design and color throughout the entire presentation?
  - A. Design layout
  - B. Design template
  - C. Multimedia effects
  - D. Multimedia handout

15. What is known as the properties or characteristics of an object?
  - A. Attributes
  - B. Graphing
  - C. Outlining
  - D. Placeholders
16. A series of slides displayed in sequence is called what?
  - A. Art show
  - B. Map show
  - C. Puppet show
  - D. Slide show
17. What type of link can be chosen to display another web page or document within a presentation?
  - A. Doclink
  - B. Hyperlink
  - C. Menulink
  - D. Toollink
18. What type of slide layout allows the user to enter several levels of text?
  - A. Bulleted list
  - B. Chart and text
  - C. Text and picture
  - D. Title page
19. What is known as the basic unit of a presentation?
  - A. Drawing
  - B. Mapping
  - C. Object
  - D. Slide
20. What is an individual screen in a slide show called?
  - A. Drawing
  - B. Mapping
  - C. Object
  - D. Slide
21. What is any element that appears on a slide called?
  - A. Drawing
  - B. Mapping
  - C. Object
  - D. Slide

22. What are empty objects on a new slide called?
- A. Attributes
  - B. Graphing
  - C. Outlining
  - D. Placeholders
23. What allows you to create and insert charts into your presentations?
- A. Animation
  - B. Graphing
  - C. Outlining
  - D. Transition

### **DESIGN PRESENTATIONS**

1. When formatting titles, text, and images in a presentation, what important fact should be remembered?
- A. Be consistent
  - B. Don't clutter
  - C. Keep it simple
  - D. No sentences
2. When designing a presentation you should keep in mind to limit the number of different slide transitions to how many?
- A. Five
  - B. One
  - C. Unlimited
  - D. Two
3. Which information is NOT needed to get a description of the learner or audience?
- A. Age
  - B. Morals
  - C. Reading level
  - D. Target group
4. When planning a presentation, how can the user gain the audience's attention and introduce the topic?
- A. Present objectives and standards
  - B. Present only standards without pictures
  - C. Present related pictures without text
  - D. Present unrelated information and pictures



5. What is the FIRST step to decide when planning a presentation?
  - A. Gather resources and information
  - B. Gather text and pictures
  - C. Present any unrelated information
  - D. Present only sound and pictures
6. What should be considered when planning the content and design layout of a presentation?
  - A. Brainstorm on your paper
  - B. Draw using the drawing program
  - C. Graph using the program
  - D. Write down your speaker notes
7. What should NOT be considered when planning a presentation?
  - A. Attributes
  - B. Equipment
  - C. Handouts
  - D. Materials
8. The use of the same design template and font is an example of which design factor?
  - A. Be consistent on all your slides
  - B. Don't clutter the slide
  - C. Keep it simple
  - D. Use words or phrases
9. How should information be displayed in a presentation?
  - A. Cluttered
  - B. Organized
  - C. Unorganized
  - D. Unrelated
10. What does it mean when you have animation and transitions in your presentation?
  - A. The slides do something
  - B. The slides do nothing
  - C. The slides use different designs
  - D. The slides use different layouts
11. In a presentation, a point can be emphasized, variety added, or the focus be changed by doing what?
  - A. Ending the presentation
  - B. Passing out notes pages
  - C. Showing a chart
  - D. Leaving white space`

12. What feature will help to provide consistency in a presentation's design and color?
  - A. Design template
  - B. Outline view
  - C. Slide layout
  - D. Slide sorter
13. What kind of space on a slide is used to emphasize content?
  - A. Outline
  - B. Picture
  - C. Template
  - D. White
14. What is the BEST text color to use if a presentation has a dark colored background?
  - A. Black
  - B. Blue
  - C. Orange
  - D. White
15. What can you do to gain your audience's attention at the beginning of a presentation?
  - A. Present objectives and standards
  - B. Present only standards without pictures
  - C. Present related pictures without text
  - D. Present unrelated information and pictures
16. What should be presented to the point and easy to follow?
  - A. Attributes
  - B. Design
  - C. Information
  - D. Template
17. Which is NOT an example of being consistent on all your slides?
  - A. Having a slide with no animations or transitions
  - B. Having all slides use transitions
  - C. Using the same design template on all slides
  - D. Using the same font on all slides
18. How should color be used in a presentation?
  - A. Sparingly
  - B. Vigorously
  - C. Wisely
  - D. Briskly

19. What should an effective presentation use?
- A. All the available white space per slide
  - B. Few slides with all your information per slide
  - C. Multiple animations per slide
  - D. Multiple slides with only main points per slide

### **CREATE PRESENTATIONS**

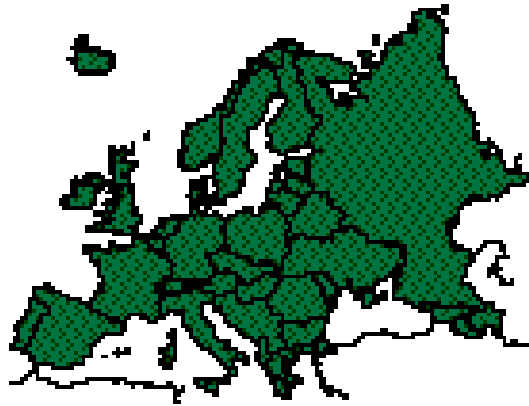
1. What is it called when the main points in a presentation enter a slide from the top, bottom, left, right, appear suddenly, or when the mouse is clicked?
  - A. Charts
  - B. Fly-ins
  - C. Graphics
  - D. Objects
2. What effect is being used when one slide moves off the screen and is replaced by another slide during a presentation?
  - A. Animation
  - B. Bullet
  - C. Graphic
  - D. Transition
3. What type of printed slide view should be used if additional notes are needed for a group presentation?
  - A. Audience handouts
  - B. Notes pages
  - C. Outline view
  - D. Speaker notes
4. When preparing to create a presentation, what should be the FIRST step?
  - A. Explore the software toolbars
  - B. Develop a format
  - C. Make a table of contents
  - D. Plan the presentation
5. What should be the major concern if a user wants to save a presentation to a floppy disk?
  - A. The file name
  - B. The number of slides
  - C. The size of the file
  - D. The type of printer

6. What is the FIRST step done to a presentation if it is to be edited later?
  - A. Copy
  - B. Delete
  - C. Print
  - D. Save
7. Which feature allows a presentation to run automatically and repeat?
  - A. Continuous
  - B. Slide sorter
  - C. Speaker's notes
  - D. Outline view
8. How should someone dress when giving a presentation?
  - A. Casual
  - B. Prissy
  - C. Professionally
  - D. Sloppy
9. Which slide introduces the audience to the presentation?
  - A. Chart
  - B. End
  - C. Picture
  - D. Title
10. What should be used in a presentation to emphasize each item in a list?
  - A. Bullets
  - B. Graphics
  - C. Outlines
  - D. Sounds
11. What can be selected to show a new level of lesser importance in a bulleted list?
  - A. Demote
  - B. Indent
  - C. Justify
  - D. Promote
12. What type of chart shows the relationship between people or jobs in an organization?
  - A. Graphical
  - B. Line
  - C. Organizational
  - D. Table

13. What are the special effects called that are used to advance from one slide to the next?
  - A. Animations
  - B. Graphics
  - C. Templates
  - D. Transitions
14. Where is the feature to change the color scheme on a slide?
  - A. Animation
  - B. Background
  - C. Outline
  - D. Transition
15. What helps prevent viewers from reading ahead on a slide during a presentation?
  - A. Animations
  - B. Bullets
  - C. Graphics
  - D. Transitions
16. What should be used to change the sequence of objects on a slide?
  - A. Custom animation
  - B. Design layout
  - C. Notes pages
  - D. Slide show
17. What is selected to have the same transition set for all slides?
  - A. Apply
  - B. Apply to all
  - C. Save
  - D. Save as
18. What feature is selected to make a clip art object move?
  - A. Animations
  - B. Bullets
  - C. Graphics
  - D. Transitions
19. What type of slide show could be used to preview all features of the presentation?
  - A. Audience handouts
  - B. Notes pages
  - C. Outline view
  - D. Speaker notes

20. Which type of slide view will NOT display graphics?
- A. Notes pages
  - B. Slide show
  - C. Outline view
  - D. Slide sorter
21. What is the default page orientation for printing slides in presentation software?
- A. Enlarged
  - B. Landscape
  - C. Portrait
  - D. Shrunk
22. How can presentations be named?
- A. Cannot be named
  - B. Name each slide
  - C. Same way as other applications
  - D. With only two characters
23. Which is NOT a tip for delivering a presentation?
- A. Outline
  - B. Plan
  - C. Prepare
  - D. Topic
24. How can the text color on a slide be changed?
- A. Fill
  - B. Font
  - C. Line
  - D. Object
25. What controls the flow of information on a slide?
- A. Animations
  - B. Bullets
  - C. Graphics
  - D. Transitions

# Passport To Technology



## Destination Europe

Telecommunications

# **North Carolina Computer/Technology Skills Curriculum**

## **8<sup>th</sup> Grade Competency Objectives**

### **Telecommunications/Internet**

- 1.19 Use appropriate terms/concepts to describe telecommunications tools and resources used to develop and complete assignments.
- 1.20 Demonstrate knowledge of responsible, safe, and ethical use of networked digital information (e.g., Internet, mobile phone, wireless, LANs).
- 1.21 Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/assignments.
- 2.06 Select and justify use of appropriate collaborative tools to survey, collect, share and communicate information in content areas.
- 3.09 Plan, select, evaluate, interpret and use a variety of digital resources to develop assignments/projects about North Carolina history.
- 3.10 Use evaluation tools to select Internet resources and information for content and usefulness in content area assignments.

### **National Educational Technology Standards for Students**

#### **Profiles for Technology Literate Students**

**All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 8, students will:**

- 2. Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society.
- 3. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of possible misuse.
- 4. Use content-specific tools, software, and simulations (e.g., environmental probes, graphing calculators, exploratory environments, Web tools) to support learning and research.
- 5. Apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum.



6. Design, develop, publish, and present products (e.g., Web pages, videotapes) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.
7. Collaborate with peers, experts, and others using telecommunications and collaborative tools to investigate curriculum-related problems, issues, and information, and to develop solutions or products for audiences inside and outside the classroom.
8. Select and use appropriate tools and technology resources to accomplish a variety of tasks and to solve problems.
10. Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.

## **TELECOMMUNICATIONS VOCABULARY**

**Acceptable Use Policies (AUP)** – a set of rules specifically for an organization's network such as a school's rules for Internet use

**Attachment** – Files downloaded from an e-mail message

**Baud Rate** – the speed at which signals are sent and received by a modem; higher the number, the faster information will be sent and received.

**Bandwidth** – The amount of data that can be transmitted in a fixed amount of time. For digital devices, the bandwidth is usually expressed in bits per second (bps) or bytes per second.

**Blog** – A web log; A web site that contains dated text entries about a particular topic that serve many purposes such as an online newsletter or personal journal.

**Bookmark** – a URL that you save in your browser so all you have to do is click on the title to visit it again.

**Boolean Operators** – a mathematical system dealing with the relationship between sets; used to solve problems in logic, probability, and engineering (uses +, -, = signs)

**Broadband** – a high-speed connection to the Internet like a T-1 or DSL; much faster than a phone line

**Broadcast** – method of sending information over a network – simultaneously sending the same message to multiple recipients

**Browser** – software programs like Internet Explorer and Safari that help you see web sites.

**Browsing** – The process of exploring the Web

**Bulletin Board Service (BBS)** – a site on the Internet where public messages can be posted or retrieved;  
Example: school calendar,  
community/city events

**Cache** – the place on your computer that temporarily saves information about sites you have visited; will help page load faster the next time you visit that site

**Chat Lines** – Real time communication between one user and another

**Cookie** – the information your browser saves about you, your computer or sites you visit; may pass on to a new web site you visit

**Cybrarian** – a librarian that specializes in the Internet

**Disclaimer** – The denial, refusal, or rejection of a right, power, or responsibility.

**Discussion Board** – A tool that allows groups to communicate online where you can leave and expect to see responses to messages you have left; occurs in real time.

**Parts of a Discussion Board**

- **Forum** – Folders containing messages on a particular subject
- **Messages** – An individual contribution to a conversation
- **Threads** – A series of messages about the same topic

**Domain Name (Suffix)** – an extension used in a Universal Resource Locator (URL), such as .com or .org; used to identify the type of entity to which a site belongs

TYPES OF DOMAIN NAMES	
<b>.com</b>	Commercial – for profit companies
<b>.edu</b>	Educational – accredited educational institutions
<b>.gov</b>	Government – governmental agencies in the US
<b>.org</b>	Organization – not for profit organizations
<b>.net</b>	Network – Internet service providers
<b>.mil</b>	Military
<b>.int</b>	International
<b>.us, .jp</b>	Examples of country codes (United States, Japan)

**REMEMBER:** Generally, **.org** and **.edu** sites may be considered more reliable and accurate but always CHECK YOUR SOURCE!!!

**Download** – saving pictures, music or other files from a network or the Internet to your computer

**E-mail** – electronic mail; messages sent and received over the phone lines using a computer and a modem

**Embedded** – when an object such as a sound or picture file is inserted into a file wherein it becomes a permanent part of the file.

**Encryption** – A procedure that renders the contents of a message or file unintelligible to anyone not authorized to read it.

**Export Data** – To format data in such a way that it can be used by another application.

**FAQ (Frequently Asked Questions)** – a mini help page with answers to common questions

**Facsimile (FAX) Machine-** A device that can send or receive pictures and text over a telephone line.

**Firewall** – a computer or computer software that stops unauthorized users from accessing private information

**File Extension** – A suffix to a file name that further identifies the contents or type of file such as .doc, .html, or .pdf

**File Transfer Protocol (FTP)** – a program on the Internet that is used to transfer files from one computer to another; used to upload or download files to web sites

**GPS – Global Positioning System** - satellite navigational system of satellites and receiving devices used to compute positions on the Earth

**Hardware** – the physical nuts and bolts of a computer that you can touch;  
Example: mouse, monitor, keyboard, modem, etc.

**Hits** – The number of items found in response to a search query

**Hyperlink/Hypertext** – text on a web page that will take you to another web page when single-clicked; may also play a multimedia file or download a file

**Home Page** – The first or welcome page for a web site; the starting point for the entire site.

**Icon** – small images on a web page or on your desktop that you click to open a program, a file, or to jump to a hyperlink

**Import Data** – To use data that has been created by another application.

**Information Highway** – a term used to describe electronic information networks that carry audio, video, and computer data

**Input Devices** – Any piece of hardware used to make choices or add content.  
Examples: keyboard, joystick, scanner, digital camera, web cam, mouse

**Internet Service Provider (ISP)** – a company that charges a fee to provide access to the Internet;  
Example: AOL, Mindspring, Prodigy, CompuServe, and BellSouth

**Internet** – a global network of thousands of computer networks that offers e-mail and information services to millions of users

**Intranet** – an internal internet belonging to an organization such as a school

**There's one major difference between an intranet and the Internet:**

The **Internet** is an open, public space, while an **Intranet** is designed to be a private space.

An Intranet may be accessible from the Internet, but as a rule it's protected by a password and accessible only to employees or other authorized users.

**IP Address** – Internet Protocol address – needed to connect to Internet

**Jpeg** – The format used for storing and transmitting photographs on the world wide web.

**Link** – a connection between one page in a hypertext or multimedia document and another page or document

**Local Area Network (LAN)** – two or more computers connected to each other in a local area; within the same building or room

**Log-off/Log-out** – the act of signing off and disconnecting with another computer system or service

**Log-on/Log-in** – the act of connecting with another system or on-line service

**Modem** – a device (hardware) that permits a computer to transmit and receive data over a telephone line; modems can be inside the computer (internal), or outside the computer (external)

**Mpeg** – The standard for compression and storage of motion video.

**Network** – Two or more computers linked together

**Output Device** – A device that lets you see what the computer has accomplished.

Examples: display screen, printer

**Pdf – Portable Document Format** - An electronic document that carries its fonts, styles, and formatting. The viewer software does not allow the document to be edited.

**Personal Digital Assistant (PDA)** – a hand-held computer that combines the features of a computer, telephone/fax organizer, and games

**Plug In** – a program that you download that allows you to view movies, play sounds, or play games on the Internet

**Podcast** - An audio broadcast that has been converted to an MP3 file or other audio file format for playback in a digital music player or computer.

**Pop Up Window** – A window that suddenly appears (pops up) when you select an option with a mouse or press a special function key. Example: An advertisement

**Protocol** – A standard for electronic communications which has been agreed upon within an organization.

**Real Time** – happening at that moment; Live!

Example: instant messaging and chat rooms

**Search Engine** – an application program that allows people to identify sites on the Internet by key word, by category, or by some combination thereof; Example: Yahoo, AskJeeves

**Simulation** – models of real-world activities that allow you to explore environments that may be dangerous or unavailable

**Simple Mail Transfer Protocol (SMTP)** – Allows computers all over the world to communicate through e-mail

**Snail Mail** – a term used to refer to mail that is sent in the traditional way, through the postal service, rather than by email, fax, or other electronic means of communication

**Streaming Video** – Video that is sent continuously and plays as it arrives.

**Telecommunications** – communicating across a distance electronically; sending and receiving information electronically

**Teleconference** – two or more people who are geographically distant having a meeting across a telecommunications link

**Threaded Discussion** – occurs on the Internet where users post a question or comment to an online discussion board and other users respond or comment  
Examples: Discussion Board/Forum, Blog

**Transmission Control Protocol/Internet Protocol (TCP/IP)** – The collection of rules used to connect computers/networks.

**Uniform Resource Locator (URL)** – another name for a web site address

**Upload** – the process of sending information from your computer to another computer electronically

**Video Conferencing** – Conducting a live conference between two or more locations using video cameras, microphones, and video monitors.

**Virtual Reality (VR)** – computer simulation that allows the user to interact with 3D graphics and/or animations



**Web 2.0** – the term given to describe a second generation of the World Wide Web that allows users to collaborate and share information online (is interactive rather than just obtaining information).

**Web Browser** – an application that enables a person to access sites on the World Wide Web; may incorporate e-mail and newsgroup software

**Webcast** – delivery of live or delayed sound or video broadcasts using web (Internet) technology

**Wide Area Network (WAN)** – two or more computers connected to each other over a long distance, usually between buildings

**World Wide Web** – a term used to describe an interface to the Internet that contains millions of hypertext documents that are linked together and contain text, sound, video, and graphics

### **Using the Internet for Research**



- When doing research, the first step is to narrow your topic
- Use the index to narrow your search
- When narrowing the search use
  - **Quotation marks** to search for things together
  - A **plus (+)** to search for one thing AND the other
  - A **minus (-)** to search for one thing and NOT the other
- **Check your research with other sites such as educational sites to determine the reliability of the information (not everything on the Internet is accurate)**
- Remember to always cite your sources

## **E-MAIL TELECOMMUNICATIONS VOCABULARY**

### **STUDY QUESTIONS**

1. What is not included as part of an email address?
  - A. The user name
  - B. The user's password
  - C. The user's domain name
  - D. The @ symbol
2. What should you do if you receive an email from a company that you don't know about purchasing books on their website?
  - A. Open the email
  - B. Browse their website
  - C. Delete the email
  - D. Forward the email to a friend
3. What type of list allows one message to be sent to everyone in a particular group?
  - A. Message List
  - B. List Serve
  - C. Mailing/Group List
  - D. Buddy list
4. Which chat option allows a user to specify a list of friends and even tell when their friends are online?
  - A. Group List
  - B. List Serve
  - C. Mailing List
  - D. Buddy List
5. Which of the following represents an email address?
  - A. www.microsoft.com
  - B. www.sprint.com
  - C. www.CampbellUniv.edu
  - D. arobertson@yahoo.com.
6. What does the underlined portion of the email address me@yahoo.com represent?
  - A. User's address
  - B. User's password
  - C. User's domain name
  - D. User's name

7. Which of the following is an attachment that could be e-mailed?
  - A. Audio Files
  - B. Documents
  - C. Pictures
  - D. All of the above.
8. Which is a discussion forum or a type of bulletin board?
  - A. Chat Room
  - B. Mailing List
  - C. Newsgroup
  - D. Virtual World
9. Which e-mail address belongs to a company in business to make a profit?
  - A. auser@mail.ecu.edu
  - B. auser@mail.ecu.gov
  - C. auser@mail.edu.com
  - D. auser@mail.edu.net
10. Using the computer to create real-time communications between you and another user or group of users is called
  - A. Internet Buddy List
  - B. Internet Relay Chat
  - C. Internet Virtual Reality
  - D. Internet Web Chat
11. Which of the following is NOT an advantage of using e-mail?
  - A. Able to forward messages to other individuals
  - B. Faster and easier way to communicate and respond
  - C. Cannot send photographs as attachments
  - D. Able to send messages to multiple individuals
12. Which of the following can keep your e-mail contact information for friends organized?
  - A. Address Book
  - B. Drafts
  - C. Outbox
  - D. Inbox
13. Chat rooms are
  - A. Similar to e-mail
  - B. Open only 20 hours a day
  - C. Real-time
  - D. Expensive to join

14. A Newsgroup is
  - A. Real-time
  - B. One type of chat room
  - C. Dedicated to discussion on a particular topic
  - D. Both A and C
15. Modeling a real-world activity is called
  - A. USENET
  - B. Simulation
  - C. Protocols
  - D. None of the above
16. Shortcuts to words and/or feelings when composing an e-mail are
  - A. Emotions
  - B. Emoticons
  - C. Emancipations Dialog
  - D. Both A and B
17. Which of the following methods would be most appropriate for checking a service fee on your bank account balance?
  - A. Bulletin Board Posting
  - B. Traditional Mail Service
  - C. E-Mail
  - D. Chat Room
18. Which of the following methods would be most appropriate to send a memo to all the teachers in your school?
  - A. Snail Mail
  - B. E-Mail
  - C. Chat Room
  - D. Bulletin Board Service
19. Sending a short message to several people at the same time would best be accomplished by
  - A. Using Word Processing
  - B. Sending E-Mail
  - C. Teletype
  - D. Smoke Signals
20. Calling the police because of an emergency could be done more efficiently by
  - A. Using the telephone
  - B. Sending E-Mail
  - C. Morse Code
  - D. Entering a Chat Room

21. Communicating with students all over the United States could best be accomplished by
- A. E-Mail
  - B. Telephone
  - C. Teletype
  - D. Bulletin Board Service
22. Typing words in an E-Mail message in all caps denotes
- A. The sender is sad
  - B. The sender is shouting
  - C. The sender is sleepy
  - D. The sender is bored
23. To direct an insulting or angry remark to a particular person in an E-Mail is
- A. To inflame
  - B. To incite
  - C. To reconcile
  - D. To spam
24. In E-Mail, flameware means
- A. To send continuous E-Mails
  - B. To continue an argument by E-Mail for a while
  - C. To use inappropriate words in an E-Mail
  - D. To post unsightly pictures of a friend on the Internet
25. If you see an online article that you want to keep, you would need to
- A. Upload the article
  - B. Download the article
  - C. View the article
  - D. Send the article
26. If you want to forward the registration for your new metal detector online, you would
- A. Upload the registration
  - B. Download the registration
  - C. View the registration
  - D. Send the registration by snail mail
27. The process for sending an E-mail with attachment to a friend is to
- A. Enter address, subject, message, send
  - B. Enter address, subject, message, browse, attachment, send
  - C. Enter address, subject, message, attachment, browse, OK, send
  - D. Enter address, subject, attachment, browse, message, OK, send

# **INTERNET TELECOMMUNICATIONS VOCABULARY**

## **STUDY QUESTIONS**

1. URL is an acronym for
  - A. E-mail
  - B. Downloading
  - C. Pertaining to federal sites
  - D. Uniform resource locator
2. The domain name **.gov** stands for web addresses assigned to
  - A. Federal government sites
  - B. Commercial sites
  - C. Game sites
  - D. Educational sites
3. A collection of pages at an Internet site is called a
  - A. Translator
  - B. Gopher
  - C. Cookies
  - D. Web Site
4. Yahoo, Altavista, and Google are
  - A. Search Engines
  - B. Hypertext
  - C. URLs
  - D. Browser
5. When searching the Internet for information that is like or similar,
  - A. Use plus signs
  - B. Use minus signs
  - C. Use quotation marks
  - D. Both A and B above
6. Another name for web site address is
  - A. Uniform Resource Officer
  - B. Uniform Research Locator
  - C. Uniform Resource Locator
  - D. Universal Research Locator
7. The speed at which information is transmitted is called
  - A. Baud rate
  - B. Interface speed
  - C. Megabyte load
  - D. DSL Speed

8. The hardware that changes computer signals into telephone signals and then back into computer signals is called the
  - A. Host Computer
  - B. Prime Translator
  - C. Modem
  - D. Cable Modifier
9. Which of the following hardware and software components could be used to connect a computer to a telecommunications network?
  - A. Computer, communications software, printer, phone line
  - B. Computer, keyboard, modem, printer, phone line
  - C. Modem, phone line, internet computer
  - D. Computer, phone lines. modem, software, Internet Service Provider
10. Which of the following best describes uploading information?
  - A. Receiving
  - B. Storing
  - C. Sending
  - D. Transcending
11. What is the term that means to communicate across a distance electronically?
  - A. Download portal signals
  - B. Telecommunications
  - C. Telnet communications
  - D. Cordless telephone
12. Information found on the Internet
  - A. Is totally unreliable
  - B. Is always accurate
  - C. Is checked by the SYSOP
  - D. Should be backed up by a print source
13. The domain suffix for a school, college, or university is
  - A. .org
  - B. .edu
  - C. .uni
  - D. .net
14. The domain suffix for The American Red Cross is
  - A. .mil
  - B. .nil
  - C. .nfp
  - D. .org

15. The domain suffix for a Fort Bragg web address would be
- A. .mil
  - B. .org
  - C. .gov
  - D. .net
16. Which of the following sites are generally more reliable and accurate?
- A. .com and .org
  - B. .com and .edu
  - C. .org and .mil
  - D. .org and .edu
17. The Internet Service Provider in the email address: mrodriguez@aol.com is
- A. mrodriguez
  - B. .com
  - C. The symbol @
  - D. AOL
18. What information always precedes the @ symbol in an email address?
- A. The name of the person
  - B. The address of the person
  - C. The person's domain suffix
  - D. The Internet Service Provider
19. A commercial company that charges a fee for Internet access is
- A. Internet Telecommunicator
  - B. Internet Service Provider
  - C. Uniform Resource Locator
  - D. None of the above
20. Two or more computers connected to each other over a long distance
- A. World Wide Web
  - B. Boolean Helper
  - C. Acceptable Use Policy
  - D. Wide Area Network
21. A set of rules written specifically for an organization's network is an
- A. Advanced file protocol
  - B. Advanced Wide Area Network
  - C. Acceptable Use Policy
  - D. Both a and b above



22. The @ symbol in an e-mail address means
- A. Around
  - B. Approximately
  - C. Acceptable
  - D. None of the above
23. What automated feature helps the user find a Web page quickly and easily by giving web search results when only part of the URL is keyed in the address bar?
- A. AutoComplete
  - B. AutoCorrect
  - C. AutoMatic
  - D. AutoSearch
24. What is the horizontal menu called that appears at the top of the window and provides a selection of options related to the Web page?
- A. Access Indicator
  - B. Menu Bar
  - C. Scroll Bar
  - D. Status Bar
25. What is the small picture in the upper right hand corner of the browser window called that means your browser is accessing data from a remote computer?
- A. Access Indicator (Sprite)
  - B. Address Bar
  - C. Go Button
  - D. Status Bar
26. What automated feature keeps track of and provides a list of sites the user has visited or fills out forms automatically?
- A. AutoComplete
  - B. AutoCorrect
  - C. AutoMatic
  - D. AutoSearch
27. What is the area called that contains the URL or web address of the active Web page?
- A. Address Bar
  - B. Status Bar
  - C. Title Bar
  - D. Toolbar

28. What is the bar called at the top of the browser window that contains the name of the current document?
- A. Address Bar
  - B. Status Bar
  - C. Title Bar
  - D. Toolbar
29. What automated feature corrects typing mistakes as you type?
- A. AutoComplete
  - B. AutoCorrect
  - C. AutoMatic
  - D. AutoSearch
30. What type of searching uses the asterisk to search for plurals or variations of a word?
- A. Boolean
  - B. Phrase
  - C. Title
  - D. Wildcard
31. What type of searching consists of the three logical operators AND, NOT, and OR?
- A. Boolean
  - B. Phrase
  - C. Title
  - D. Wildcard
32. What type of search engine would be used to locate graphics, video clips, animation, and MP3 files?
- A. Meta
  - B. Multimedia
  - C. Specialized
  - D. Subject
33. What type of searching would be used to locate words that must appear next to each other?
- A. Boolean
  - B. Phrase
  - C. Title
  - D. Wildcard
34. What button connects you to the address that is displayed in the address Bar?
- A. Access Button
  - B. Go Button
  - C. On/off Button
  - D. Toggle Switch

35. The first Internet was created by the U.S. military and was called the
- A. MilNet
  - B. TeleMil
  - C. ArpaNet
  - D. ArmyNet
36. A 28,800 modem transmits 2,880 characters per second. This speed refers to
- A. Download Rate
  - B. Upload Rate
  - C. Baud Rate
  - D. Modem Rate
37. A global network of thousands of computer networks that offers E-mail and Information services to millions of users is called the
- A. WAN
  - B. LAN
  - C. Telecommunications
  - D. Internet
38. The act of connecting with another system or on-line service is called
- A. Uploading
  - B. Telecomputing
  - C. Logging on
  - D. Conferencing
39. A term used to describe electronic information networks that carry audio, video, and computer data is called an
- A. Audio Component
  - B. Area Network (Both LAN and WAN)
  - C. Information Highway
  - D. All of the Above
40. A term used to describe an interface to the Internet that contains millions of of hypertext documents that are linked together and contain text, sound, video, and graphics is the
- A. Telecommunicator
  - B. World Wide Web
  - C. Download Modem
  - D. None of the Above
41. When information is received from another computer to your computer, it is called
- A. Uploading
  - B. Downloading
  - C. Telecommunicating
  - D. All of the Above

42. All of the following are advantages of telecommunications except
- A. You are able to send and receive information quickly
  - B. You can access current information on-line
  - C. You can send a birthday package to your friend
  - D. You don't have to pay postage on large volumes of information
43. Which of the following is NOT an older medium of telecommunications?
- A. Smoke Signals
  - B. Snail Mail
  - C. Telegraph and Telephone
  - D. Computer
44. Which of the following file extensions would be used for pictures/images on the Internet?
- A. .mpeg
  - B. .jpeg
  - C. .pdf
  - D. .MIDI
45. In the Uniform Resource Locator <http://www.bso.org.tangle/perfs/index.html>, identify the file name
- A. http://
  - B. www.bso
  - C. index.html
  - D. All of the Above
46. The Internet Explorer stores a copy of every Web page you visit in a temporary Folder in the Windows folder. Storing this information increases the speed at which Explorer can display pages as you move back and forth because the Browser can load pages from a local disk drive quicker than from the Web. The stored copies would be temporarily located on the
- A. Hard Drive
  - B. WWW folder
  - C. Index Folder
  - D. A Temporary Drive
47. An example of an Internet Service Provider is
- A. American Online
  - B. Yahoo
  - C. Google
  - D. Ask Jeeves

48. An example of an Internet Browser is
- A. Prodigy
  - B. Netscape Navigator
  - C. Internet Explorer
  - D. Both B and C Above
49. The largest computer network in the world is called an
- A. Wizard
  - B. Internet
  - C. Information Highway
  - D. Lycos
50. A software program that helps you to locate information on the Internet is
- A. Search Engine
  - B. Internet Explorer
  - C. Only A Above
  - D. Only B Above
51. Good manners on the Internet are called
- A. Etiquette
  - B. Common Sense
  - C. Netiquette
  - D. ESP
52. To transfer files from one computer to another, you must use
- A. ISP
  - B. Host Computer
  - C. File Transfer Processing
  - D. File Transfer Protocol
53. The first page of a website is called the
- A. Host Page
  - B. Web Page
  - C. Home Page
  - D. All of the Above
54. If you wanted to learn more about players in the National Basketball Association, the most effective URL would be
- A. [www.NationalBasketball Association.org](http://www.NationalBasketballAssociation.org)
  - B. [www.NBA.edu](http://www.NBA.edu)
  - C. [www.NBA.usa](http://www.NBA.usa)
  - D. [www.NBA.com](http://www.NBA.com)

55. This marks the pages of websites that you frequently visit
- A. Bookmark
  - B. Teleconference Hold
  - C. Chat Room
  - D. None of the Above
56. If clicked on, these will take you to another location on the Web
- A. Mailers
  - B. Links
  - C. Both A and B Above
  - D. Only B Above
57. A word or phrase, usually underlined and in a different color, that if clicked on, will take you to a different site is called a
- A. Hypertext
  - B. Icon
  - C. Domain Name
  - D. Directory
58. Following links from one web site to another, like riding one wave to another is called
- A. Hypertext
  - B. Links
  - C. Surfing
  - D. Videoconferencing
59. The Internet offers which of the following
- A. Chat Rooms
  - B. On-line Shopping
  - C. E-Mail
  - D. All of the Above
60. An Internet standard that allows users to upload and download files to and from other computers is called
- A. File Transfer Protocol
  - B. Internet Chat Rooms
  - C. Netiquette
  - D. All of the Above
61. An agreed upon international standard for transmitting data is called
- A. Transfer Rules and Regulations
  - B. Universal Code System
  - C. TCP/IP
  - D. None of the above

# Passport To Technology



## Destination South America

Societal Issues and Ethics

111

HARNETT COUNTY SCHOOLS

# **NC Computer/Technology Skills Curriculum**

## **8<sup>th</sup> Grade Competency Objectives**

### **Societal/Ethical Issues**

- 1.02 Use technology terms/concepts to describe and explain strategies used to collect, organize, and present findings for assignments and projects.
- 1.03 Model ethical behavior relating to security, privacy, passwords, and personal information, and recognize possible consequences of misuse.
- 1.04 Recognize and discuss how Copyright Laws protect ownership of intellectual property and identify and discuss consequences of possible misuse.
- 3.01 Select and use a variety of technology tools to collect, analyze, and present information.

### **National Educational Technology Standards for Students**

#### **Profiles for Technology Literate Students**

**All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 8, students will:**

- 2. Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society.
- 3. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of possible misuse.



## **SOCIETAL AND ETHICAL ISSUES VOCABULARY**

**Antivirus** – A utility that searches the hard drive of a computer for viruses and removes any that are found.

**Backup-** Allowing **one copy** of licensed software in case something happens to the original copy of the software

**Bomb** – A virus that activates on a specific date; for example, the Michaelangelo bomb activated on the artist's birthday, March 6, 1994; was spread by infected floppy disks

**Computer Ethics** – Safe responsible use of a computer

**Computer literacy** – An understanding of computer terms and principles of computer processing

**Copyright** – The ownership of creative work; protection against unauthorized use of authored work;.  
Example: Copyrighted software, such as Microsoft Office, is sold with accompanying user support, documentation, and owner's manual - **should not** copy except for **backup** purposes only.

You should always display a **resource page** when doing research to give credit for copyrighted materials

The **Resource Page** is also called:

- **Works Cited Page**
- **Bibliography**

**Crackers** - A person who breaks into a computer system and leaves a calling card that the system has been compromised; no harm is usually done to the system

**Cyberspace** – A term that means the electronic world of the Internet

**Download** – Transferring data (files) from a remote computer to a location on the user's local computer

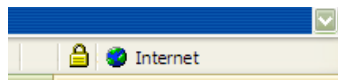
**Emoticons** – A combination of symbols and letters usually sent with e-mail; example: LOL (laugh out loud) ☺

**Encryption** – Scrambling text using secure socket layer (SSL) so that only the sender and receiver can read and understand the data.  
Example: When making online purchases using a credit card, the credit card information is scrambled (encrypted) so that it can not be read by anyone not authorized to read it.

**Ways to tell a site is safe**

➤ Look for https:// in the URL – Note the “s”

➤ Look for the lock icon



➤ Look for SSL certificate vendor seals such as Verisign, GeoTrust, SSL.com, etc.

**End Note** – Citing sources at the end of a document rather than at the bottom of each page.

**Ethics** – The study of standards of conduct and moral judgment

**Fair Use** – A concept in copyright law that allows limited use of copyright material without requiring permission from the right holders.  
Exempts educators from certain copyright restrictions.

**Firewall** – A system of computer hardware and software that isolates a company's local area network from the Internet

**Flame/Flaming** – The unethical practice of having an angry or insulting interaction between Internet users. Flaming usually occurs while chatting, e-mailing or participating in a discussion board.

**Foot Note** – Citing sources on the same page where the source was used at the foot (bottom) of the page

**Hackers** – Persons who illegally enter computer systems often for the purpose of obtaining information and/or to cause damage; hacking is gaining illegal access into a computer, similar to breaking and entering into a building or home

**Internet Transactions Safety** – Technology used to secure the privacy of information transmitted on the Internet (Example: Encryption)

**Malware** – Short for malicious software, software designed specifically to damage or disrupt a system, such as a virus or a Trojan horse.

**Netiquette** – Unwritten and written rules regarding behavior on the web, Internet etiquette

**Network Administrator** – monitors all files for the organization's network and is responsible for security

**Network Security** – A set of decisions/rules used by an organization with respect to security of computers/information

**Password** – A unique set of characters that allow **secure** entry into a computer;  
--Passwords should contain a **mixture** of letters, numbers, and symbols.  
--Passwords should be 6 to 8 characters in length and are **nonsense**, except to the user;  
--Don't tell anyone your password!!!

**Phishing** – A form of Internet fraud that aims to steal valuable information such as credit card or social security numbers, user ID's and passwords.

**Piracy** – The illegal use of the computer.

**Plagiarism-** Using someone else's ideas as your own; not citing sources when using copyrighted material in a document or etc.

**Public Domain Software** – Software that is not copyrighted and is **freely** distributed and copied, **free for anyone to use**

**Secure Socket Layer (SSL)** – Internet encryption that uses a cryptographic system, usually a 2 key system, which consist of a public key and a private or secure key known only to the recipient of the message

**Security Measures** – The act of protecting your data with current anti-viral software, backing up data regularly, changing passwords often, and logging off between uses

**Security Policy** - An organization's written document that states: network security, computer property, employee rights and expectations; determines the limits of acceptable behavior and the response to violations

**Shareware** - Software distributed free of charge on a **trial basis**; if you use it and like it, you pay for it; software usage may expire after the trial period date and is not allowed again until the software fee is paid

**Site License** – Permission to use software within a specific facility, such as your school

**Sniffer** - A program that hangs out in Cyberspace to intercept e-mail messages containing specific or key words

**Software Piracy** - The illegal duplication of copyrighted software

**Spam** – Forwarding e-mail to hundreds of people (usually junk mail)

**Spam Blocker** – Software that allows the user to block junk mail

**Spyware** – Software that self-installs on computers and tracks the users Internet use mainly for marketing purposes.

**Trojan Horse** – A program disguised to perform a useful function, but is there to infiltrate computers and networks illegally, usually sending a virus onto your computer.

**Virus** – A computer program that attaches to a file and spreads from one computer to another

- potential sources of viruses include downloading files from the Internet or a portable storage device or opening email attachments

**Worm** – A program that gets into your computer and copies itself over and over; will continue to grow until it shuts down the computer.

## **IS THIS BEHAVIOR ETHICAL OR UNETHICAL?**

Use the following descriptions of ethics to determine if the situations below are ethical:

- Ethics: a set of moral principles or values.
- Ethical questions deal with what is right or wrong.
- Ethical behavior advances the “common good”.
- Computer ethics refer to using technology for good purposes.
- Unethical acts may also be illegal.

<b>Ethical</b>	<b>Unethical</b>	<b>Behavior</b>
<input type="radio"/>	<input type="radio"/>	1. After watching your friend key in his e-mail password, you later use his log-in information to access his mailing list. You do nothing with the mailing list except to satisfy your curiosity to see if all his friends are on your mailing list, too.
<input type="radio"/>	<input type="radio"/>	2. You feel lucky to have found a wonderful web site containing thoroughly researched term papers. There is no fee for using the papers, so you download one and turn it in to your teacher as your own.
<input type="radio"/>	<input type="radio"/>	3. You save your allowance for three months to purchase a new video game. After making your purchase, you copy the game as a favor for your best friend because she doesn't get an allowance.
<input type="radio"/>	<input type="radio"/>	4. You enter a chat room on the Internet. Since you are very mature for your age, you describe yourself as a junior in high school.
<input type="radio"/>	<input type="radio"/>	5. In the school's computer lab, you find that a teacher forgot to log out of a letter she had written to a parent. You know the student the letter is about, and you feel obligated to let the student know that her parents are going to receive a letter from the teacher.
<input type="radio"/>	<input type="radio"/>	6. You download a shareware game. You do not pay the fee for registration even though you continue to play the game often.
<input type="radio"/>	<input type="radio"/>	7. Your friend tells you of a web site that has cool new music CD's that can be downloaded for free. Even though the music is pirated, you feel okay because music CD's are way overpriced.

## **SOCIETAL ISSUES: ETHICS VOCABULARY QUIZ**

Fill in the blank with the correct term from the word list below:

	A person who secretly gains access to computer files without permission
	A computer program designed specifically to damage computer files
	A computer program designed to find viruses and repair files
	A computer that does not depend on another computer or server to operate
	A safeguard for access to a computer
	A destructive computer program that bores its way through a computer's files or through a computer's network
	A destructive computer virus designed to activate at a specific time
	Technology that protects users from visiting inappropriate web sites
	Computers that are linked together
	A special computer that is used to store programs and files and then send out to other computers one at a time or all at the same time
	A program intended to scare users into thinking they have a virus
	A virus disguised as a useful piece of software
	A set of moral principles or values
	A set of guidelines for computer use that promotes ethical behavior; a person is required to abide by these guidelines
	The global network of computers that provides information to people world wide

Word List:

Internet	Bomb	Ethics
Firewall	Hacker	Worm
Anti-Virus	Password	Server
Virus	Hoax	Stand Alone
AUP (Acceptable User Policy)	Trojan Horse	Network

## **ETHICAL SECURITY ISSUES FOR SOFTWARE**

### **VOCABULARY AND REVIEW**

**Commercial Software** - Copyright is owned by the author/software publisher

**Copyright** - Protection giving the owner the exclusive right of his or her own work

**Freeware** - Software that is given away free of charge, but whose author/creator maintains the copyright; not necessarily free to copy

**Piracy** - The illegal copying and distribution of software

**Public Domain** – Software that is not copyrighted and is **free** for anyone to use

**Shareware** - Copyrighted software distributed on a trial basis, **not free**

**Site License** – A license to use software within a specific facility, such as a school

**Network Administrator** – Monitors the network and is responsible for security; has access to *any* files in your network

*Let's Review Software Security Issues:*

- \_\_\_\_\_ 1. Distributed on a trial basis
- \_\_\_\_\_ 2. Nothing wrong with copying and distributing to your friends
- \_\_\_\_\_ 3. Retains the copyright to software he/she freely gives
- \_\_\_\_\_ 4. Cannot install software at a facility without this
- \_\_\_\_\_ 5. Gives the owner exclusive right to his/her own creation
- \_\_\_\_\_ 6. Act of illegally copying and distributing software
- \_\_\_\_\_ 7. Has access to all files on a network
- \_\_\_\_\_ 8. Illegal to copy and/or distribute
- \_\_\_\_\_ 9. Not copyrighted
- \_\_\_\_\_ 10. Absolutely must be purchased; cannot be distributed



## **ETHICS: SAFE COMPUTING TIPS AND QUIZ**

Make back-up copies of all files on a regular basis.

Don't share disks from other computers because this increases your chance of catching a computer virus.

Don't boot your operating system from a floppy disk.

Write-protect your disks.

Use an anti-virus program to scan your files on a regular basis.

Keep your anti-virus program updated. Remember that new virus programs are being created regularly.

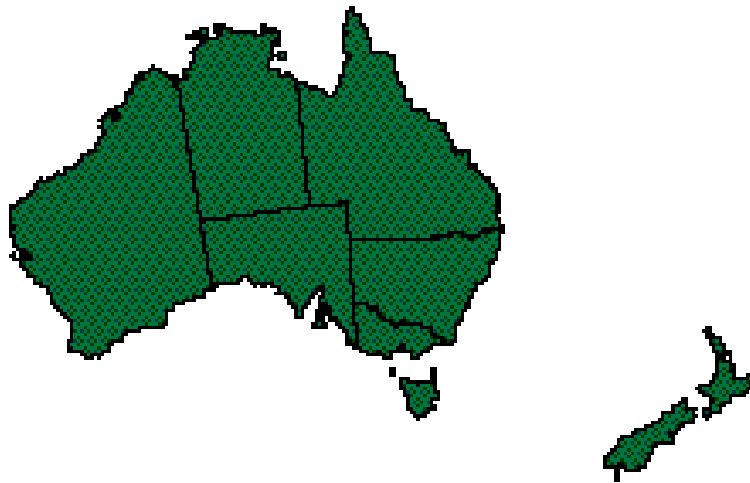
File sharing on a Local Area Network (LAN) may also expose your files to a virus.

Use caution when **downloading files** from the Internet because **many are virus infected**. Only download files that are important or necessary.

### Review:

- |   |   |   |
|---|---|---|
| T | F | 1. Anti-virus programs update themselves to cover new types of viruses.   |
| T | F | 2. It is okay to occasionally boot from a floppy disk.  |
| T | F | 3. You should write-protect your disks.   |
| T | F | 4. Scanning for most viruses once a year on January 1 <sup>st</sup> is correct.                                   |
| T | F | 5. If you accept a used disk from a friend and save the information on your computer, your files may get a virus. |
| T | F | 6. It is a good idea to copy all computer files on a regular basis.   |
| T | F | 7. File sharing on a LAN may expose your files to a virus.  |
| T | F | 8. New viruses are being created all the time.  |
| T | F | 9. If you see something interesting on the Internet, it is always safe to download.                               |

# Passport To Technology



## Destination Australia

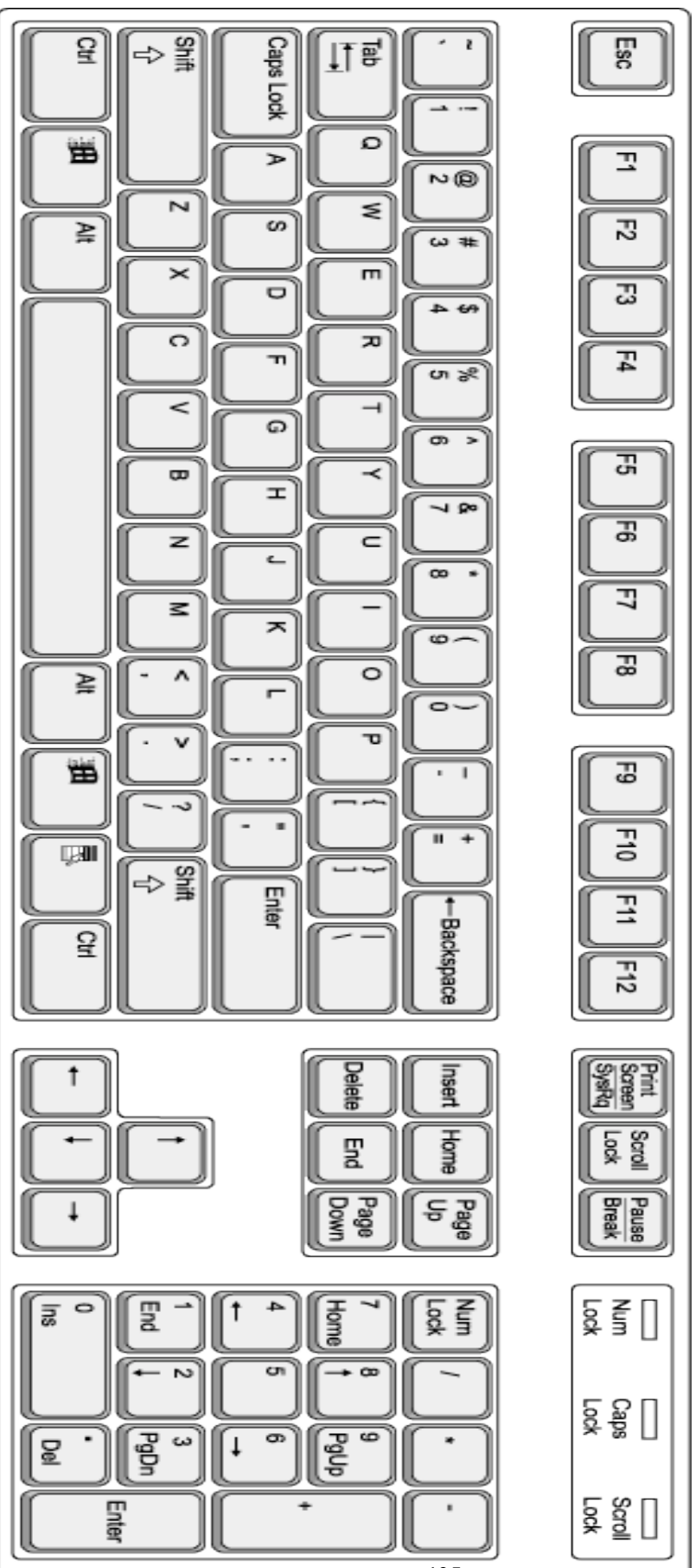
The Far Side of the World

## **CHANGING ROLE OF TECHNOLOGY STUDY QUESTIONS**

1. Models of real-world activities that allow you to explore environments that may be dangerous or unavailable are called:
  - A. Computer-based learning
  - B. Distance learning
  - C. Simulations
  - D. Virtual reality
2. What system allows users to pay online by transmitting a number from one computer to another?
  - A. Digital cash
  - B. Electronic commerce
  - C. Electronic messaging
  - D. Voice recognition
3. The processing of information on its own without human intervention is known as:
  - A. Artificial intelligence
  - B. Genetic engineering
  - C. Simulation
  - D. Virtual reality
4. Changing the DNA in a living organism is known as:
  - A. Artificial intelligence
  - B. Genetic engineering
  - C. Globalization
  - D. Simulation
5. What is the process of buying and selling products through the Internet?
  - A. Digital cash
  - B. Electronic commerce
  - C. Electronic messaging
  - D. Voice recognition
6. What type of activity uses the Internet for investigation and problem solving?
  - A. WebQuest
  - B. Web page
  - C. Word wrap
  - D. WYSIWYG

7. An artificial environment that feels like a real environment is known as:
  - A. School
  - B. Simulation
  - C. Virtual reality
  - D. WebQuest
8. A helmet would be required if participating in what type of application?
  - A. Cloning
  - B. Computer-based learning
  - C. Simulation
  - D. Virtual reality
9. Using a computer as a tutor is called:
  - A. Computer-based learning
  - B. Distance learning
  - C. Simulation
  - D. Virtual reality
10. What is the goal of artificial intelligence software?
  - A. Allows humans to act like computers
  - B. Change something real into something make believe
  - C. Process information without human intervention
  - D. To make computers smarter
11. What is NOT a benefit of genetic engineering?
  - A. Enabling a fruit to ripen without getting squashy
  - B. Enabling an animal to do something it typically couldn't
  - C. Increasing resistance to disease
  - D. Increasing traffic flow problems
12. Which business will allow products to be bought and sold through the Internet?
  - A. Electronic commerce
  - B. Electronic filing
  - C. Global entrepreneurship
  - D. Global marketing
13. Delivery of education over the Internet is called
  - A. Distance learning/e-learning
  - B. Simulation
  - C. Virtual reality
  - D. Web learning

# The Computer Keyboard



**Traveler's Name:** \_\_\_\_\_

# Passport To Technology



Place your stamp in the appropriate box once you have completed the requirements for that continent.

<b>Desktop Publishing</b>	<b>Database</b>	<b>Spreadsheet</b>
<b>Multimedia</b>	<b>Telecommunications</b>	<b>Societal Issues/Ethics</b>
	<b>Far Side of the World</b>	

We hope you have enjoyed your travels around the World of Technology!  
Now you can take a real vacation!

